ON-SITE INTERN SUPERVISOR: PLEASE FILL OUT THIS EVALUATION BEFORE THE MIDTERM AND THE END OF THE INTERN'S WORK.

PLEASE MAIL IT ADDRESSED TO HIS/HER FACULTY ADVISOR AT:
DEPARTMENT OF BUSINESS ADMINISTRATION
324 SOMSEN HALL
WINONA STATE UNIVERSITY
WINONA, MN, 55987-5838

Employer Evaluation Form

Rate the intern on each of the following areas. You may make additions or deletions where necessary.

Name of Intern:____________________________________________
Date:____________________

Evaluation by:_____________________________________________
Company:___________________________

Project Completion: The completion of internship duties:
   _____ All projects completed
   _____ Most projects completed or progress made toward completion
   _____ Satisfactory progress in assigned projects
   _____ New projects completed or worked on

Comments:

Decision Making: The ability to analyze the available facts and make sound decisions based on available information.
   _____ Consistently exceeded job requirements
   _____ Consistently met job requirements
   _____ Did not meet job requirements

Comments:
Dependability: Following instructions and appropriate procedures; attention to detail; keeping supervisor informed of developments; regular attendance.

- Consistently exceeded job requirements
- Consistently met job requirements
- Did not meet job requirements

Comments:

Initiative: The ease and vigor with which the student approaches a new task.

- Self-motivating
- Needs occasional stimulation
- Capable of routine work only
- Depends wholly upon others

Comments:

Planning & Organization: Ability to budget time, and how the student handles situations under pressure.

- Consistently exceeded job requirements
- Consistently met job requirements
- Did not meet job requirements

Comments:

Quality of Work: The thoroughness and accuracy of the student's work.

- Consistently exceeded job requirements
- Consistently met job requirements
- Did not meet job requirements

Comments:

Personality: Ability to make pleasant impressions. Do not over emphasize first impression.

- Makes a favorable impression
- Makes no particular impression
- Makes an unfavorable impression

Comments:
Character: Honesty and seriousness of purpose (You may check more than one.)

_____ High integrity
_____ Can be trusted
_____ Sincere
_____ Unprofessional

Comments:

Cooperation:

_____ Works very well with others
_____ Works well with others
_____ Has a problem working with others

Comments:

Potential: Placement possibilities

_____ Excellent potential
_____ Limited potential
_____ Placement problem

Comments:

Overall Evaluation of Intern:

_____ Excellent
_____ Above Average
_____ Average
_____ Below Average

Comments:

Signed:__________________________________________________
Title:____________________________________________________
Company:________________________________________________
Date:____________________________________________________

WOULD YOU BE INTERESTED IN SUPERVISING ANOTHER INTERN FROM WINONA STATE UNIVERSITY?

NO_______ YES_______ WHEN_______________________________
PHONE:________________________