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

WINONA STATE UNIVERSITY
DEPARTMENT OF BUSINESS ADMINISTRATION
INTERNSHIP PROGRAM

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:__________________