Supervisor/Employer Evaluation

Shippensburg University
John L. Grove College of Business
Business Internship Program

Intern's Name:_____

Major:_____

Dates of Internship:_____, 20_____ to _____, 20____

Employer:_____

Please return to:
Business Internship Director
Shippensburg University
1871 Old Main Drive
Shippensburg, PA 17257-2299
717-477-4073 (FAX)

Please rate the intern in each category based on the following scale. Rate the intern objectively, compared with previous interns you have employed, with other personnel assigned the same or similar responsibilities, or with individual standards.

5 – Consistently exceeds what is expected
- Job performance easily exceeds job requirements; performance approaches best possible attainment

4 – Frequently exceeds what is expected
- Accomplishments are above expected level or essential requirements

3 – Consistently achieves what is expected
- Meets some of the established objectives in a satisfactory and adequate manner

2 – Occasionally fails to achieve what is expected
- Meets some of the established objectives and expectations but definite areas exist where achievements are substandard

1 – Consistently fails to achieve what is expected
- Performance is at a level below established objectives with the result that overall contribution is marginal and substandard

0 – Not applicable

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1. Skills

Supervisor Rating		
	Written Communication	Clear expression of ideas in writing and in appropriate grammatical form
	Oral Communication	Effective expression of ideas or viewpoints to others in individual or group situations
	Problem Solving/Critical Thinking	Shows ability to identify fundamental concepts, ideas, themes, or issues that help to integrate, interpret underlying patterns in a set of data or information
	Collaboration/ Working with Others	The extent to which the intern works cooperatively with others, recognizes the needs and desires of other people, treats others with respect and courtesy, and inspires their respect and confidence
	Computer/ Technical	The extent to which the intern demonstrates technical knowledge required to perform the job

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2. Knowledge

Supervisor Rating		
	Knowledge within Major	The extent to which the intern demonstrates and is able to apply their educational learning within the business and work environment
	General Business Knowledge	The extent to which the intern understands established business practices, governance, culture, processes and procedures
	Willingness to Learn	The interest and desire the intern shows in learning new concepts, ideas, programs or facets of the company
	Ability to Learn	The ease in which the intern grasps new concepts, ideas, or tasks that are not a part of those normally expected.

3. Character Traits

Supervisor Rating		
	Responsibility/ Dependability	Can be counted on to turn in assignments when due; volunteer to assist others in projects; and complete work independently
	Initiative	The extent to which the intern shows initiative in making work improvements identifies and corrects errors, develops new work tasks, or solves problems
	Attitude Toward Work	The extent to which the intern demonstrates a willingness to cooperate and accept direction and instruction in a positive manner
	Attendance/ Punctuality	Can be counted on to attend meetings, arrive to meetings and work on time and as scheduled

4. Performance Objectives

Supervisor Rating		
	Quality of Work	The extent to which completed work is accurate, neat, well organized, thorough and applicable
	Quantity of Work	The extent to which the amount of work completed compares to quantity standards for the job or produced by other employees
	Overall Performance	Based on the overall skills demonstrated by the intern, knowledge shown by the intern, and character traits exuded by the intern

What are the intern's strengths?

What suggestions would you offer to the intern to help him/her become a more competent professional?

Would you be open to providing internship opportunities for other Shippensburg University students in the future?

_____Yes _____No

General Comments:

Date _____, 20___

Signature_____

Name_____

Position_____

Company_____

Phone_____

Please return this form to the Business Internship Office, Shippensburg University, 1871 Old Main Drive, Grove Hall 324, Shippensburg, PA 17257-2299 (FAX: 717-477-4073)

Thank you for providing your valuable feedback to us!