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Using the four-point scale below, rate yourself for the following traits:

4 = excellent    3 = above average    2 = average    1 = below average    n/a = not applicable

**Professional Manner** (use extra space for additional comments)

	Assertiveness
	Cooperation
	Decision making
	Enthusiasm
	Flexibility
	Initiative
	Leadership
	Maturity
	Problem solving
	Reliability
	Tactfulness
	Composure
	Self-motivation

**Attitude**

	Ability to accept criticism
	Adherence to company policies
	Willingness to do tasks assigned
	Ability to be a team player

**Communication**

	Verbal skills
	Written skills

**Quality of work**

	Ability to learn new tasks quickly
	Ability to carry out tasks on time
	Dependability on follow through
	Attention to details
	Consistency in quality of work
	Consistency in quantity of work
	Knowledge of systems and procedures
	Ability to handle extra tasks
	Ability to work under pressure
	Academic preparation for the job
	Ability to prioritize multiple tasks

**Interpersonal relations**

	Relationship with supervisors
	Relationship with coworkers
	Respectful to others

**Attendance**

	Days absent =        days
	Early departures=        days
	Late arrivals =        days

**OVERALL EVALUATION** (circle one)

Excellent	Very good	Good	Fair	Poor
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Intern signature \_\_\_\_\_ Date: \_\_\_\_\_.

Supervisor signature \_\_\_\_\_ Date: \_\_\_\_\_.

**Additional Comments:**