

E-mail to mбенitez@kent.edu

This evaluation is due after the completion of at least 110 hours of work and no later than the completion of 140 hours of work.

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 information:
