INTERNSHIP/CO-OP EMPLOYER EVALUATION

Student Name: _____ Date: _____

Employer Name: _____ Phone: _____

Supervisor Name: _____ Title: _____

Work Period: _____ Year: _____
Spring, Summer, Fall

Student's Title: _____ Total Hours Worked: _____

WORK PERFORMANCE

Please use the following scale to rate the student's performance:
5: Excellent | 4: Above Average | 3: Satisfactory | 2: Below Average | 1: Unsatisfactory

Attendance & punctuality	_____
Preparation for job (technical)	_____
Quality of work (accuracy)	_____
Quantity of work (speed)	_____
Time management	_____
Use of supplies & equipment	_____
Overall rating of performance	_____

Comments on work performance:

_____

_____

_____

_____

_____

What work habits/skills/abilities are in need of improvement for this student?

_____

_____

_____

_____

MURRAY STATE UNIVERSITY
Career Services

IMAGINE YOUR FUTURE. EXPLORE YOUR CAREER.

100 Oakley Applied Science Building | 270.809.3735
msu.careerservices@murraystate.edu | murraystate.edu/careerservices

Murray State University is an equal education and employment opportunity, M/F/D,AA employer.

EMPLOYABILITY

Please use the following scale to rate the student's performance:
5: Excellent | 4: Above Average | 3: Satisfactory | 2: Below Average | 1: Unsatisfactory

Willingness to work _____
Reaction/response to supervision _____
Relation/cooperation with co-workers _____
Relation with clients _____
Understanding/adherence to rules _____
Ability to apply education to job _____

What are the most desirable work qualities of this student?

_____
_____
_____
_____

What are the areas in need of improvement?

_____
_____
_____
_____

WORK QUALITIES

Please use the following scale to rate the student's performance:
5: Excellent | 4: Above Average | 3: Satisfactory | 2: Below Average | 1: Unsatisfactory

Writes clearly & effectively _____
Speaks clearly & effectively _____
Thinks critically and analytically _____
Solves complex real-world problems _____
Works effectively with others _____
Learns effectively on his(her) own _____

Comments on work qualities:

_____
_____
_____
_____

PERSONAL QUALITIES

Please use the following scale to rate the student's performance:
5: Excellent | 4: Above Average | 3: Satisfactory | 2: Below Average | 1: Unsatisfactory

Accepts responsibility/leadership _____

Adaptability (fits in) _____

Appearance (appropriate to work) _____

Attitude (enthusiastic about work) _____

Dependability _____

Initiative (self-motivated) _____

Judgment _____

Comments on Personal Qualities:

_____

_____

_____

_____

General Comments:

_____

_____

_____

_____

Would you consider hiring this student full-time if an opportunity arises? _____ Yes _____ No

Has this evaluation been discussed with the student? _____ Yes _____ No

Signature: _____ Date: _____

Career Services is dedicated to providing students with "real world" experience prior to graduation through the Cooperative Education Program. To continue your involvement with this program, contact Ray Karraker in Career Services at (270) 809-3117.

CAREER SERVICES SECTION

Final Evaluation: Pass _____ Fail _____ Report Date: _____

Advisor Signature: _____

Comments:

_____

_____

_____