

# Supervisor's Evaluation

# FORM C

Note: Adobe Acrobat pdf form may be found at: <http://www.murraystate.edu/iet/interns.html>

Intern: \_\_\_\_\_ Date: \_\_\_\_\_  
Student's Name

Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Company Name Name

**Directions:** Please evaluate the intern's performance, compared to other student employees with similar academic preparation. Please use the scale below:

- |                   |                   |                      |
|-------------------|-------------------|----------------------|
| 5 – Excellent     | 3 – Satisfactory  | 1 – Unsatisfactory   |
| 4 – Above average | 2 – Below average | N/A – Not applicable |

Performance	Rating	Comments
Quality of Work (Accuracy and thoroughness)		
Quantity of Work (speed and timeliness)		
Completion of Assignments		
Use time effectively		
Oral Communication skills		
Written Communications Skills		
Acceptance of Responsibilities		
Response to Constructive Criticism		
Cooperates with co-workers and supervisor		
Self-motivation, seeks assignments		
Interest in work, enthusiastic		
Appropriate dress and appearance		
Demonstrates creativity, originality		
Adherence to company rules and procedures		
Overall Performance Rating (from 5 to 1)		

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1. What benefits did you personally, or your organization derive from the present internship experience?

2. Does your organization typically groom interns for full-time positions?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Comments:

3. Were there any deficiencies in the current internship program?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Comments:

4. Would you consider mentoring other interns in the future?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Comments:

_____	_____	_____	_____
Supervisor's Signature	date	Student's Signature	date

**Return completed evaluation to:**

Note: All internship/coop forms may be found at: <http://www.murraystate.edu/iet/interns.html>. This pdf form may be emailed to [danny.claiborne@murraystate.edu](mailto:danny.claiborne@murraystate.edu) or printed and mailed to the address below. This email will serve as the signature on this form.

**Intern Evaluation  
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