



## SUPERVISOR EVALUATION OF WESTMONT STUDENT INTERN

Student: \_\_\_\_\_

Organization: \_\_\_\_\_

Internships offer a critical laboratory for converting classroom knowledge into practical wisdom. In this process, you have been a key partner. In this evaluation, please help us ascertain the student's performance in executing the responsibilities provided by this internship. Your assessment will count for a significant part of the grade that this student earns in the Internship course. If any of the following criteria are not applicable to this internship experience, please leave the response blank.

- 1 Unsatisfactory (Never demonstrates this ability/does not meet expectations)
- 2 Uncomplimentary (Seldom demonstrates this ability/rarely meets expectations)
- 3 Fair (Sometimes demonstrates this ability/meets expectations)
- 4 Commendable (Usually demonstrates this ability/sometimes exceeds expectations)
- 5 Exceptional (Always demonstrates this ability/consistently exceeds expectations)

### A. Ability to Learn

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| 1. Asks pertinent and purposeful questions                         | 1 | 2 | 3 | 4 | 5 |
| 2. Seeks out and utilizes appropriate resources                    | 1 | 2 | 3 | 4 | 5 |
| 3. Accepts responsibility for mistakes and learns from experiences | 1 | 2 | 3 | 4 | 5 |

### B. Reading/Writing/Computation Skills

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| 1. Reads/comprehends/follows written materials               | 1 | 2 | 3 | 4 | 5 |
| 2. Communicates ideas and concepts clearly in writing        | 1 | 2 | 3 | 4 | 5 |
| 3. Works with mathematical procedures appropriate to the job | 1 | 2 | 3 | 4 | 5 |

### C. Listening & Oral Communication Skills

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1. Listens to others in an active and attentive manner    | 1 | 2 | 3 | 4 | 5 |
| 2. Effectively participates in meetings or group settings | 1 | 2 | 3 | 4 | 5 |
| 3. Demonstrates effective verbal communication skills     | 1 | 2 | 3 | 4 | 5 |

### D. Creative Thinking & Problem Solving Skills

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| 1. Breaks down complex tasks/problems into manageable pieces | 1 | 2 | 3 | 4 | 5 |
| 2. Brainstorms/develops options and ideas                    | 1 | 2 | 3 | 4 | 5 |
| 3. Demonstrates an analytical capacity                       | 1 | 2 | 3 | 4 | 5 |

### E. Professional & Career Development Skills

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1. Exhibits self-motivated approach to work                 | 1 | 2 | 3 | 4 | 5 |
| 2. Demonstrates ability to set appropriate priorities/goals | 1 | 2 | 3 | 4 | 5 |
| 3. Exhibits professional behavior and attitude              | 1 | 2 | 3 | 4 | 5 |

### F. Interpersonal & Teamwork Skills

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1. Manages and resolves conflict in an effective manner | 1 | 2 | 3 | 4 | 5 |
| 2. Supports and contributes to a team atmosphere        | 1 | 2 | 3 | 4 | 5 |
| 3. Demonstrates assertive but appropriate behavior      | 1 | 2 | 3 | 4 | 5 |

### G. Organizational Effectiveness Skills

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1. Seeks to understand and support the organization's mission/goals | 1 | 2 | 3 | 4 | 5 |
| 2. Fits in with the norms and expectations of the organization      | 1 | 2 | 3 | 4 | 5 |
| 3. Works within appropriate authority and decision-making channels  | 1 | 2 | 3 | 4 | 5 |

### H. Basic Work Habits

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1. Reports to work as scheduled and on-time                   | 1 | 2 | 3 | 4 | 5 |
| 2. Exhibits a positive and constructive attitude              | 1 | 2 | 3 | 4 | 5 |
| 3. Dress and appearance are appropriate for this organization | 1 | 2 | 3 | 4 | 5 |

**I. Character Attributes**

1. Brings a sense of values and integrity to the job	1	2	3	4	5
2. Behaves in an ethical manner	1	2	3	4	5
3. Respects the diversity (religious/cultural/ethnic) of co-workers	1	2	3	4	5

**J. Open Category: Industry-Specific Skills**

Are there any skills or competencies that you feel are important to the profession or career-field (represented by your organization) that have not been previously listed in this evaluation? If so, please list these skills below and assess the intern accordingly.

1. _____	1	2	3	4	5
2. _____	1	2	3	4	5
3. _____	1	2	3	4	5

**K. Comments:**

**K. Overall Performance** (if I were to rate the intern's performance over the term of the internship in all areas)

	Unsatisfactory		Poor		Average		Good		Outstanding		
	0	1	2	3	4	5	6	7	8	9	10

This assessment was reviewed with the intern on (Month/Day/Year) \_\_\_\_\_.

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title/Position: \_\_\_\_\_ Telephone: \_\_\_\_\_

E-mail address \_\_\_\_\_