



**SITE SUPERVISOR'S
FINAL ASSESSMENT OF THE STUDENT**

Student _____ Date _____

Internship Site _____ Site Supervisor _____

Please fill out this form at the conclusion of the student's internship and e-mail back to student.

Part One – ESSENTIAL SKILLS

Column A: Rate the student's competence in each skill using the scale below:

1	2	3	4	5
Immediate improvement in this skill area is needed. Current performance is not acceptable.	Performance is usually, but not always, satisfactory. Skill performance is acceptable but improvements are needed.	Performance is consistently satisfactory. Meets the requirements of this skill. Considered good, solid, and knowledgeable in this area.	Performance of this skill is better than average but not perfect. Shows initiative and seeks out ways to improve this skill.	Performance in this area is excellent.

Column B: Was this an important skill for this Internship? If so, circle **Y** for **Yes**. Or, circle **N** for **No**.

Skill	Column A	Column B
Communication - speaks clearly and communicates effectively. - writes clearly and concisely. - initiates communication to question, convey, or clarify information. - listens to feedback and acts upon it.		YES NO
Problem Solving / Decision Making - analyzes situations and takes appropriate action. - develops creative solutions to problems. - gathers information for a task and establishes a wise course of action. - resolves problems within an adequate time frame.		
Teamwork - establishes rapport and credibility with team members. - shares information and resources with others on the team. - volunteers to help co-workers. - is willing to put in extra time and effort as needed to get the job done.		
Self-Management - produces work of consistent high quality. - adapts to new strategies that are more effective. - uses good judgement and establishes priorities. - is regular in attendance and consistently on time.		
Technical / Computer Skills - has computer skills (needed for this internship). - able to use technology to perform work effectively. - able to communicate technological procedures to others. - willing to try new technology.		

Part Two – PROFESSIONAL GROWTH AND CAREER DEVELOPMENT

Column A: Evaluate your impression of the student in each of the characteristics listed below.

1	2	3	4	5
Immediate improvement in this area is needed. Seldom displays this characteristic.	Often displays this characteristic, but not consistently. Improvements are needed.	Consistently displays this characteristic. Considered good, solid, and reliable in this area.	Usually displays this characteristic more than others do, but not perfect. Needs to seek out ways to improve in this area.	Considered very mature or advanced in this characteristic.

Column B: Was this an important characteristic for this Internship?

If so, circle **Y** for **Yes**. If not, circle **N** for **No**.

Characteristic	Column A	Column B
Initiative / Motivation - seeks opportunities to learn. - acts decisively on important issues. - shows persistence in the face of obstacles. - demonstrates leadership when it is required.		YES NO
Professionalism / Interpersonal Styles - understands ethical principles for the work place. - practices professional appearance, conduct, and attendance. - understands the employer/employee relationship. - maintains professional relationships with coworkers. - knows what interests him/her, regarding work, and what does not. - has explored diverse occupations and work styles. - understands which jobs appeal to his/her interests. - knows which interests are met in this field of work.		
Personal Growth and Development - sets goals, communicates them, and follows up with their results. - understands how values influence career goals.		

Part Three – STUDENT OBJECTIVES

- Please comment on how well the student achieved the objectives established at the beginning of the internship on the Goals & Learning Objectives form. Please attach a separate sheet as necessary.

- **Future Plans:** Describe what's next for the relationship between the student and this organization:
- Internship completed. No further contact between student and company is expected.
 - Internship completed, but student will renew his/her internship with this company.
 - Internship completed. Student is being considered for employment with this company.
 - Internship completed. Student has been offered a position with this company.
 - Internship completed. Student has accepted employment with this company.
 - Internship is not complete. Anticipated completion date: _____

Part Four – Most Significant Accomplishments

Choose a few examples of an accomplishment or achievement for your intern in any of the skills and characteristics listed; Communication, Problem Solving/Decision Making, Teamwork, Self-Management, Technical/Computer Skills, Initiative/Motivation, Professionalism/Interpersonal Styles, Career Interests, Personal Growth and Development.

Skills & Characteristics

Most Significant Accomplishment

Please sign:

_____ (Supervisor)

_____ (Student)

- *These skills and characteristics were adapted from “Job-Search Strategies to Begin the Next Millennium,” by Jim McBride, in Planning Job Choices: 2000, published by the National Association of Colleges and Employers.*
- *The rating scales are adapted from the Sears Management Trainee Performance Curve.*