

# Employer's Intern Evaluation Form

## University of Central Missouri SOT 3022 and 5022 Technology Internship

**INSTRUCTIONS:** The intern's supervisor should objectively evaluate the intern by comparing with others of similar academic level or equivalent job responsibilities, or with his/her own individual standards. Please complete **both** pages of this evaluation and email to [techinterns@ucmo.edu](mailto:techinterns@ucmo.edu) or fax to 660-543-4578.

<b>Intern name:</b>	<b>Company location:</b>
<b>Company name:</b>	<b>Supervisor name:</b>

Please rate your intern by placing an "X" next to the most appropriate response for each category.

<p><b><u>Ability to Learn</u></b></p> <p><input type="checkbox"/> exceptionally sharp</p> <p><input type="checkbox"/> learns work quickly</p> <p><input type="checkbox"/> typical learner</p> <p><input type="checkbox"/> rather slow in learning</p> <p><input type="checkbox"/> needs excessive repetition</p> <p><b><u>Attitude</u></b></p> <p><input type="checkbox"/> enthusiastic &amp; positive</p> <p><input type="checkbox"/> interested, industrious</p> <p><input type="checkbox"/> average diligence, interest</p> <p><input type="checkbox"/> somewhat aloof</p> <p><input type="checkbox"/> definitely not interested</p> <p><b><u>Dependability</u></b></p> <p><input type="checkbox"/> entirely dependable</p> <p><input type="checkbox"/> strong sense of responsibility</p> <p><input type="checkbox"/> frequently dependable</p> <p><input type="checkbox"/> sometimes neglectful</p> <p><input type="checkbox"/> careless, unreliable</p> <p><b><u>Leadership</u></b></p> <p><input type="checkbox"/> exceptional leader</p> <p><input type="checkbox"/> strong leader</p> <p><input type="checkbox"/> frequently leads or delegates</p> <p><input type="checkbox"/> occasionally leads or delegate</p> <p><input type="checkbox"/> unable to lead or delegate</p> <p><input type="checkbox"/> no basis for judgment</p>	<p><b><u>Initiative</u></b></p> <p><input type="checkbox"/> creates opportunities</p> <p><input type="checkbox"/> generally a self-starter</p> <p><input type="checkbox"/> works independently at times</p> <p><input type="checkbox"/> rather hesitant</p> <p><input type="checkbox"/> needs lots of direction</p> <p><b><u>Judgment</u></b></p> <p><input type="checkbox"/> exceptionally mature judgment</p> <p><input type="checkbox"/> good common sense</p> <p><input type="checkbox"/> usually makes good choices</p> <p><input type="checkbox"/> frequently makes poor choices</p> <p><input type="checkbox"/> bad judgment</p> <p><b><u>Maturity</u></b></p> <p><input type="checkbox"/> exceptionally mature</p> <p><input type="checkbox"/> above average maturity</p> <p><input type="checkbox"/> average maturity</p> <p><input type="checkbox"/> somewhat immature</p> <p><input type="checkbox"/> terribly immature</p> <p><b><u>Problem Solving</u></b></p> <p><input type="checkbox"/> exceptional problem solver</p> <p><input type="checkbox"/> good problem solver</p> <p><input type="checkbox"/> solves problems with guidance</p> <p><input type="checkbox"/> solutions lack basis</p> <p><input type="checkbox"/> difficulty in finding solutions</p> <p><input type="checkbox"/> no basis for judgment</p>	<p><b><u>Relations with co-workers</u></b></p> <p><input type="checkbox"/> extremely well respected</p> <p><input type="checkbox"/> works well with others</p> <p><input type="checkbox"/> gets along satisfactorily</p> <p><input type="checkbox"/> difficult to work with some</p> <p><input type="checkbox"/> often disagreeable</p> <p><b><u>Quality of Work</u></b></p> <p><input type="checkbox"/> committed to perfection</p> <p><input type="checkbox"/> detail-minded</p> <p><input type="checkbox"/> average quality</p> <p><input type="checkbox"/> content with minor errors</p> <p><input type="checkbox"/> satisfied with poor quality</p> <p><b><u>Quantity of Work</u></b></p> <p><input type="checkbox"/> exceptionally high output</p> <p><input type="checkbox"/> more than average output</p> <p><input type="checkbox"/> normal amount</p> <p><input type="checkbox"/> below average</p> <p><input type="checkbox"/> poor output, slow</p> <p><b><u>Planning</u></b></p> <p><input type="checkbox"/> exceptional foresight</p> <p><input type="checkbox"/> plans well for most situations</p> <p><input type="checkbox"/> occasionally plans well</p> <p><input type="checkbox"/> plans are usually unattainable</p> <p><input type="checkbox"/> crisis manager-lacks planning</p> <p><input type="checkbox"/> no basis for judgment</p>
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OUTSTANDING			VERY GOOD			AVERAGE			MARGINAL			UNSATISFACTORY		
+	avg	-	+	avg	-	+	avg	-	+	avg	-	+	avg	-
<u>A+</u>	<u>A</u>	<u>A-</u>	<u>B+</u>	<u>B</u>	<u>B-</u>	<u>C+</u>	<u>C</u>	<u>C-</u>	<u>D+</u>	<u>D</u>	<u>D-</u>	<u>F</u>	<u>F</u>	<u>F</u>
150	143	135	134	128	120	119	113	105	104	98	90	75 - below		

**Overall Grade for Internship (place an X in the blank above the assigned letter grade)**

**Return to:**

University of Central Missouri  
 Technology Internship Office, G009-G  
 Warrensburg, MO 64093  
 Attn: Internship Office  
**FAX: 660-543-4578**  
 techinterns@ucmo.edu

**Intern's name:**\_\_\_\_\_**REMARKS**

The student's outstanding personal qualities are:

The personal qualities which the student should strive most to improve are:

Suggestions for other course work which may be helpful to the intern to enable him/her to more adequately meet the needs of employment:

Additional remarks:

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*\*If e-mailed from the *Employer*, then no signature is necessary.**

This report has been discussed with the intern: **YES** \_\_\_\_ **NO** \_\_\_\_

**FOR INTERNATIONAL STUDENTS ONLY: (Check all that apply)**

**Please evaluate the international student intern in communication skills.**

- ☐ The intern's command of the English language is adequate for performing his/her duties.
- ☐ Understands spoken instructions.
- ☐ Requires instructions to be repeated.
- ☐ Comprehends written instructions.
- ☐ Needs help reading English.