

Department of Art and Art History INTERNSHIP PERFORMANCE APPRAISAL

Name of the Student _____

Agency _____

Name of the Agency Supervisor _____

Period Covered by Rating: From _____ To _____

INSTRUCTIONS:

Please circle the appropriate numerical rating and provide clarifying comments for each performance area. Utilize the following rating scale:

- 5 Outstanding.** Student is consistently exceptional in fulfilling responsibilities (10% of all students fit this category).
- 4 Good.** Above average performance. Student usually fulfills responsibilities very well (20% of all students).
- 3 Average.** Adequate performance in most areas. Student usually meets minimum standards (40 % of all students).
- 2 Below Average.** Needs to improve in a number of areas of responsibility or in a few critical areas (20 % of all students).
- 1 Unsatisfactory.** Performance is inadequate and unacceptable (10 % of all students).
- NA Not appropriate** or inadequate information.

PERFORMANCE AREA:

1. Appearance:

Grooming and dress are neat, clean, and appropriate. 5 4 3 2 1 NA

Comments:

2. Initiative and Resourcefulness:

Seeks out opportunities to make a contribution rather than passively accepting situations. 5 4 3 2 1 NA

Comments:

PERFORMANCE AREA:

(5 = Outstanding; 4 = Good; 3 = Average; 2 = Below Average; 1 = Unstatisfactory; NA = Not appropriate)

3. Emotional Stability:

Poised, calm, handles the unexpected with ease; can work under stress. 5 4 3 2 1 NA

Comments:

4. Responsibility and Dependability:

Reliable and on time: accepts responsibility. 5 4 3 2 1 NA

Comments:

5. Interpersonal Relations:

Friendly, sincere, and respectful: uses tact; liked by other employees; effective in social situations. 5 4 3 2 1 NA

Comments:

6. Constructive Criticism:

Welcomes suggestions; solicits help; profits from assistance; makes effort to improve. 5 4 3 2 1 NA

Comments:

7. Attitude:

Shows interest in job assignments; demonstrates desire to learn as much as possible about the functions and operations of the organization. 5 4 3 2 1 NA

Comments:

PERFORMANCE AREA:

(5 = Outstanding; 4 = Good; 3 = Average; 2 = Below Average; 1 = Unstatisfactory; NA = Not appropriate)

8. Cooperativeness:

Demonstrates willingness to help others get the job done; adaptability to team efforts; promotes common interest. 5 4 3 2 1 NA

Comments:

9. Intellectual Flexibility:

Able to juggle several projects/assignments simultaneously; copes with diversity and complexity; integrates seemingly unrelated information. 5 4 3 2 1 NA

Comments:

10. Creativeness/ Innovativeness:

Able to generate original ideas or solutions to problems; or to borrow from and/or modify available resources in order to meet the requirements of a given situation. 5 4 3 2 1 NA

Comments:

11. Judgment:

Exhibits mature judgment in making decisions; checks with higher authority when the situation warrants such action. 5 4 3 2 1 NA

Comments:

12. Ability to Analyze Problems:

Anticipates problems; analyzes and selects appropriate solutions rather than relying on other employees or supervisor. 5 4 3 2 1 NA

Comments:

PERFORMANCE AREA:

(5 = Outstanding; 4 = Good; 3 = Average; 2 = Below Average; 1 = Unstatisfactory; NA = Not appropriate)

13. Planning and Organization: 5 4 3 2 1 NA
Plans and organizes assignments, needing only occasional directions.

Comments:

14. Written Communication Skills: 5 4 3 2 1 NA
Able to write memos, letters and reports, and fill out forms in a clear, concise manner using appropriate vocabulary, grammar, and syntax.

Comments:

15. Oral Communication Skills: 5 4 3 2 1 NA
Conveys ideas clearly and effectively to both individuals and groups.

Comments:

16. Public Relations: 5 4 3 2 1 NA
Greetes patrons with a friendly, courteous manner; creates a favorable impression on the public.

Comments:

17. Leadership: 5 4 3 2 1 NA
Poised and effective in face-to-face leadership situations.

Comments:

PERFORMANCE AREA:

(5 = Outstanding; 4 = Good; 3 = Average; 2 = Below Average; 1 = Unstatisfactory; NA = Not appropriate)

18. Time Management Skills: 5 4 3 2 1 NA
Plans and utilizes time effectively.

Comments:

19. Knowledge of Subject Matter: 5 4 3 2 1 NA
Possesses basic knowledge and technical skills necessary to successfully accomplish assignments and responsibilities; appears sufficiently competent and prepared.

Comments:

20. Precision and Detail: 5 4 3 2 1 NA
Pays attention to detail; follows through on assignments; is thorough and accurate; demonstrates standards of excellence.

Comments:

21. Rules and Regulations: 5 4 3 2 1 NA
Observes organizational policies, procedures, rules, and regulations.

Comments:

22. Integrity and Ethics: 5 4 3 2 1 NA
Demonstrates the qualities of a person of high character; Always honest, fair, and trustworthy.

Comments:

Agency Supervisor's Signature

Date