

## Employer Internship Evaluation Form

The Forum Office Park \* 10120 W. Broad St., Suite A, Glen Allen, VA 23060

Phone: (804) 204-1040 \* FAX: (804) 213-4248 \* E-mail: [info@theincometaxschool.com](mailto:info@theincometaxschool.com) \* [www.theincometaxschool.com](http://www.theincometaxschool.com)

Print all information clearly!

Intern's Name \_\_\_\_\_ Date \_\_\_\_\_

Intern's Supervisor \_\_\_\_\_

Organization \_\_\_\_\_

Do you permit the student to receive a copy of this evaluation? Yes\_\_\_ No \_\_\_

	Excellent	Good	Fair	Average	Poor	N/A
<b>Comprehension and Communication</b>						
Listens to and understands assignments						
Asks appropriate questions/seek clarification						
Effective written and oral communication						
Works well as a team player/with others						
<b>Attitude/Work Habits</b>						
Seeks out and uses constructive criticism						
Adaptable and flexible						
Punctual and reliable						
Shows initiative						
Proper appearance and etiquette						
Enthusiastic/willing to learn						
<b>Performance</b>						
Manages time/meets deadlines						
Demonstrates skills necessary for the work						
Produces accurate work free of careless errors						
Demonstrates effective interviewing skills						
Describe the tax preparation assignments, projects, and tasks of the intern.						
What are the intern's strengths?						
What are suggested areas for improvement?						
Please provide additional feedback about the intern's performance.						
Will you offer employment to this intern?						
Overall performance of the intern	Excellent	Good	Average	Fair	Poor	

*Thank you very much for completing this evaluation of your intern. We take your comments very seriously. The Internship Program Manager will review the completed form in order to determine satisfactory fulfillment of the conditions of the internship agreement. Please return this evaluation to the FAX number, email or mailing address listed above.*