

Supervisor Midterm Evaluation

University of Central Arkansas College of Business Internship Program

The student should provide the site supervisor with this midterm evaluation. Please complete the evaluation and return to the College of Business Internship Coordinator.

Internship Name/Title:

Date:

Internship Year: **Term:** Fall Spring Summer

Last Name:

First Name:

Phone:

Email:

Sponsoring Organization:

Supervisors Title:

Supervisor Last Name:

First Name:

Phone:

Email:

Fax:

Student Signature:

Supervisor Signature:

The purpose of this mid-term evaluation is to provide feedback to the intern regarding his/her job performance during the internship and indicate areas for potential improvement and growth.

Use a scale of 5 Superior Performance, 4 Exceeded Expectations, 3 Met Expectations, 2 Lower than Expectations, 1 Failed

Job Performance

- 5 4 3 2 1 Produces appropriate work assignments in terms of quality, quantity, and timeliness
- 5 4 3 2 1 Considers all facts and circumstances to prioritize tasks and reaches logical decisions.
- 5 4 3 2 1 Works well under pressure, adapts to change, and interacts well with persons of varying personalities.

Personal Development Initiative

- 5 4 3 2 1 Asks pertinent and purposeful questions
- 5 4 3 2 1 Works to achieve agreed upon learning objectives
- 5 4 3 2 1 Accepts and applies constructive feedback
- 5 4 3 2 1 Exhibits an appropriate degree of initiative
- 5 4 3 2 1 Willingness to learn new tasks
- 5 4 3 2 1 Willingness to follow instructions

Professionalism

- 5 4 3 2 1 Work is acceptable/meets established requirements
- 5 4 3 2 1 Demonstrates appropriate behavior in the work place
- 5 4 3 2 1 Punctual, reliable, & available during scheduled hours
- 5 4 3 2 1 Demonstrates effective time management skills

Communication/Interpersonal Skills

- 5 4 3 2 1 Demonstrates effective verbal communications skills with supervisor
- 5 4 3 2 1 Demonstrates effective verbal communications skills with other associates
- 5 4 3 2 1 Communicates ideas/concepts clearly in writing
- 5 4 3 2 1 Demonstrates effective listening skills
- 5 4 3 2 1 Supports/contributes to an effective team atmosphere
- 5 4 3 2 1 Demonstrates effective problem solving skills

Problem Solving Skills

- 5 4 3 2 1 Demonstrates appropriate level of creativity
- 5 4 3 2 1 Breaks tasks down into manageable pieces
- 5 4 3 2 1 Applies appropriate analytical skills
- 5 4 3 2 1 Makes timely decisions
- 5 4 3 2 1 Uses available tools/equipment skillfully

Please use the following space for any questions, concerns, or comments about the intern or internship: