

Supervisor Final Evaluation

University of Central Arkansas College of Business Internship Program

The student should provide the site supervisor with this final evaluation. Please complete the evaluation and return to the College of Business Internship Coordinator in sealed confidential envelope during the final time frame.

Internship Name/Title: _____

Date: _____ Internship Year: _____ Term: Fall Spring Summer

Student Info

Last Name: _____ First Name: _____

Phone: _____ Email: _____

Sponsor Info

Sponsoring Organization: _____

Supervisor Title: _____

Last Name: _____ First Name: _____

Phone: _____ Email: _____ FAX: _____

Student Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

The purpose of this final evaluation is to provide feedback to the intern regarding his/her job performance during the internship.

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 timelines
- 5 4 3 2 1 Considers all facts and circumstances to determine order of importance and reach logical decisions.
- 5 4 3 2 1 Works well under pressure, adapts to change and 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, and 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 communication 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

What useful contributions did the intern make to your organization during the internship?

What development have you seen in the student's skills, knowledge, and personal/professional performance?

What were the student's major strengths during the internship?

What were the student's major weaknesses during the internship? How would you recommend they be strengthened?

What could we do to make an internship a more positive and rewarding experience to the student?

What could we do to make an internship a more positive and rewarding experience for you as the sponsor?

Based on this experience, would you sponsor another College of Business intern?

Based on this experience, would you recommend sponsoring another College of Business intern to other people in your organization?