

# Supervisor Midterm Evaluation

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## 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 in sealed confidential envelope during the midterm 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: \_\_\_\_\_

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*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 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 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, 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    |

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