

Hiram College Integrated Entrepreneurship Student Intern Evaluation Form

CONFIDENTIAL

Name of Intern: _____ Dates of Internship: _____

Name of Supervisor: _____ Agency Name: _____

Agency Address: _____ Phone: _____

_____ Email: _____

1. Overall Evaluation of the Student Intern (check one)

A. Outstanding: exceeded expectations in several ways

B. Superior: exceeded expectations

C. Average: met expectations but nothing more

D. Barely Adequate; poor capacity to learn

F. Routinely failed to meet expectations

2. Below is a listing of various job performance criteria. Please assign a rating (5= most satisfactory; 1= least satisfactory) for each of the criteria. If one or more criteria do not apply in your situation, please respond with N/A. Feel free to add specific comments.

<u>Rating</u>	<u>Characteristic</u>	<u>Comments</u>
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_____ A. Quality of job performance

_____ B. Understanding of job and responsibilities

_____ C. Productivity

_____ D. Dependability and conscientious attitude

Please continue on reverse

<u>Rating</u>	<u>Characteristic</u>	<u>Comments</u>
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_____ E. Initiative and self reliance

_____ F. Ability to learn new skills and methods

_____ G. Adaptability to new conditions

_____ H. Interest, enthusiasm, cooperation on the job

_____ I. Time and effort toward the job

_____ J. Organization of time and effort

Hiram College Integrated Entrepreneurship Student Intern Evaluation

- _____ K. Judgment – good decision making skills
- _____ L. Ability to get along with associates
- _____ M. Development – growth into the job
- _____ N. Potential for leadership, supervision, teaching
- _____ O. Oral communication of ideas, plans, etc.
- _____ P. Written communication of results, plans, etc.

3. It would be helpful if you could give us a brief overall evaluation of the student intern as well as comments or suggestions about the internship program. This evaluation will be used as a learning tool for both the student and his or her advisor; it should be frank and informative.

Signature: _____ **Date**_____

Please return to: Kay F. Molkentin
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