

Sample Student Intern Employer Evaluation

Walsh University

Student Name/Title:

Dates of Internship:

Your Organization:

Your Name/Title:

Your Email:

The questions on this evaluation align with the [Career Readiness Competencies](#) identified by the National Association of Colleges & Employers as critical for a successful transition from college to the workplace; the competencies are described below. This form is intended to help interns learn more about their strengths and the areas they might need to develop to be successful in the workforce after graduation. Managers are encouraged to complete the form and review it with their intern in a scheduled one-to-one meeting. Please evaluate your intern in the following areas:

| | Strongly Agree | Agree | Neither agree nor disagree | Disagree | Strongly Disagree | N/A |
|--|----------------|-------|----------------------------|----------|-------------------|-----|
| Critical Thinking/Problem Solving: | | | | | | |
| Shows a sincere interest in understanding the organization, their role, and their assigned tasks | | | | | | |
| Practices sound judgement based on available information | | | | | | |
| Demonstrates creativity in approaching tasks, solving problems, and overcoming obstacles | | | | | | |
| Seeks out resources and/or asks for help when unsure about how to proceed on tasks | | | | | | |
| Communication/Leadership: | | | | | | |
| Clearly and efficiently conveys ideas orally to persons inside and outside the organization | | | | | | |
| Communicates ideas clearly in writing in a manner suited to the intended audience | | | | | | |
| Manages their own emotions and works to understand and empathize with others | | | | | | |
| Takes initiative and seeks opportunities to contribute | | | | | | |
| Teamwork/Collaboration/Intercultural Fluency: | | | | | | |
| Builds constructive working relationships with individuals from a range of backgrounds | | | | | | |
| Demonstrates inclusiveness, sensitivity, and respect for individuals' differences | | | | | | |
| Contributes effectively to collaborative projects | | | | | | |
| Adapts well to emerging requests from managers, coworkers, and customers | | | | | | |

| | | | | | | |
|--|--|--|--|--|--|--|
| Professionalism/Work Ethic/Technology: | | | | | | |
| Demonstrates respect for organizational staff, policies, and norms | | | | | | |
| Maintains a regular schedule, makes up missed hours, and is punctual and present | | | | | | |
| Organizes and priorities work, manages time, and sees tasks through from start to finish | | | | | | |
| Identifies and effectively uses appropriate technologies and programs to complete work | | | | | | |
| Career Management: | | | | | | |
| Accepts constructive feedback from others and is able to learn from mistakes | | | | | | |
| Self-advocates in a professional manner | | | | | | |
| Can identify their strengths and weaknesses | | | | | | |
| Can articulate next steps to further prepare them for their future | | | | | | |

Comments:

If learning or performance goals were established, please comment on the intern's progress towards their goals.

What do you perceive to be the intern's greatest strengths that are assets to your organization? If possible, please give specific examples/stories to illustrate your intern's strengths.

What areas of growth could improve the intern's success in your field? If possible, please give specific examples.

Supervisor Signature: _____ Date: _____

Intern Signature: _____ Date: _____