

INTERNSHIP PERFORMANCE EVALUATION

Applicant to complete:

Last Name _____ First Name _____

Company Name _____ Student's Supervisor Name/Title _____

Work Telephone _____ Work Email _____

The Family Educational Rights and Privacy Act entitles you to review this reference or waive the right to access.
Please indicate whether or not you wish to review this reference and sign below.

☐ I retain my right to review this recommendation ☐ I waive my right to review this recommendation

Signature _____ Date _____

TO THE RECOMMENDER:

Please check the box that most closely describes the intern's performance and answer the questions below regarding his/her overall performance.

RETURN THE COMPLETED EVALUATION TO: 2020 East Maple Street, North Canton, OH 44720-3396, Attn: MBA Program OR **mbaprogram@walsh.edu**

N/A	Unacceptable	Needs Improvement	Average	Very Good	Exceptional
0	1	2	3	4	5

SKILLS AND ABILITIES

1	Verbal communication						
2	Written communication						
3	Solves problems and analyzes facts and data						
4	Takes initiative on projects and assignments						
5	Actively makes decisions/judgments and takes action						
6	Plans, prioritizes, and follows-up to achieve results						
7	Recognizes the need for and is responsive to change						
8	Takes on risks willingly and accepts responsibility for the consequences of his/her own actions						
9	Demonstrates the necessary technical skills and the ability to apply his/her knowledge and skill						

PROFESSIONALISM

10	Attendance & punctuality						
11	Presents a professional image						
12	Works well with others						
13	Is pleasant to work with						
14	Willingness to learn						
15	Attitude/enthusiasm						
16	Dependability/commitment to work						
17	Quality of work performed						

OVERALL PERFORMANCE

18	I would rate the student's overall performance as:						
19	What would you identify as the student's strengths during his/her assignment?						
20	What are some suggested areas of improvement for the student?						

Supervisor's Signature: _____ Date _____