SUMMER INTERNSHIP PROGRAMME

EVALUATION FORM

**STUDENT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EVALUATION PERIOD: From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SUPERVISOR’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ POSITION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please rate the student on each of the following by marking an (x) in the appropriate box** | **Unsatisfactory** | **Average** | **Very Good** | **Excellent** |
| Personal Attitude (Keen, motivated, show interest, seem positive, willing) |  |  |  |  |
| Interaction with other Employees  (Pleasant disposition) |  |  |  |  |
| Interaction with Manager (Accept criticism well, ask questions) |  |  |  |  |
| Interaction with Customers |  |  |  |  |
| Worked well without supervision  (Complete assignments, showed initiative, responsible) |  |  |  |  |
| Quality of Work (Accurate, organized, neat) |  |  |  |  |
| Appearance (Adhered to the DOT dress code) |  |  |  |  |
| Punctuality |  |  |  |  |
| Dependability/Attendance |  |  |  |  |
| Over-all rating of student’s performance |  |  |  |  |

**Please make additional comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Would you employ this student again? Yes No**

**If “yes’ why?**

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**If “no” why?**

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