

**FINAL PERFORMANCE EVALUATION Performance**  
**Appraisal of Student Intern by Site Supervisor**  
**Department of Human Sciences**  
**Sam Houston State University**

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

Directions: Rate the student intern on the following criteria using the rating scale below: (Additional information about this form is found on pg. 20 of the *Internship Handbook*.)

**5** = Excellent    **4** = Above Average    **3** = Good    **2** = Fair    **1** = Poor    **NA** = Not Able to Assess

**Personal Characteristics:**

- |   |                                      |
|---|--------------------------------------|
| _____ Attendance/punctuality            | _____ Integrity/honesty              |
| _____ Assertiveness/tactful/flexibility | _____ Initiative/self-starter        |
| _____ Ability to listen                 | _____ Maturity/attitude/friendliness |
| _____ Ability to accept criticism       | _____ Professional grooming          |
| _____ Communication/listening ability   | _____ Reliability/follow through     |
| _____ Decision-making                   | _____ Voice, poise, dignity          |
| _____ Enthusiasm                        |                                      |

*Comments:*

**Professional Characteristics:**

- |   |   |
|---|---|
| _____ Creativity/problem solving          | _____ Knowledge of systems & procedures       |
| _____ Ability to assist customers/clients | _____ Quality of work performed               |
| _____ Ability to learn new tasks          | _____ Product knowledge                       |
| _____ Ability to work under pressure      | _____ Quantity of work performed              |
| _____ Accuracy in performing tasks        | _____ Technical skills for area of study      |
| _____ Adherence to company policies       | _____ Met expected level of instruction       |
| _____ Attention to work detail            | _____ Computer proficiency (list in comments) |

*Comments:*

**Interpersonal Skills:**

- |                                     |  |
|-------------------------------------|--|
| _____ Courteousness                 | _____ Relationship with co-workers         |
| _____ Relationship with supervisors | _____ Relationships with customers/clients |

*Comments:*

5 = Exceptional    4 = Above Average    3 = Good    2 = Fair    1 = Poor

How would you **rate the overall performance** of the student intern using the scale above? \_\_\_\_\_

In which areas did the student intern demonstrate major strengths in work performance?

In which areas did the student intern demonstrate a need for improvement?

Would you recommend hiring this student intern if a suitable opening existed within your business?

Yes                      No

Please comment on any deficiency (either student or program based) and offer suggestions for improvement.

**Evaluation Conference:**

Directions: Complete the evaluation form and discuss its contents with the student intern. Specifically discuss the steps the student intern could take to improve job performance and list them below:

Signature of Business Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Student Intern: \_\_\_\_\_ Date: \_\_\_\_\_

**Upon completion of the evaluation conference, please return this form to the internship coordinator**