



Business Student Internship Program Final Evaluation

Intern Name: _____

Site: _____

The evaluation of your student intern provides important feedback necessary for student development and faculty assessment.

Using the scale provided, please evaluate your intern's performance.

1=Poor, 2=Marginal, 3=Satisfactory, 4=Very Good, 5=Exceptional, Not Applicable

Preparation	1	2	3	4	5	N/A
<i>Provided a persuasive, informative résumé</i>						
<i>Demonstrated effective interview skills</i>						

Communication Skills						
<i>Provided accurate, complete and persuasive written communications</i>						
<i>Listened to others in an active and attentive manner</i>						
<i>Communicated effectively with team members and supervisors</i>						
<i>Comprehended and followed verbal instructions</i>						
<i>Verbally expressed ideas accurately, clearly and persuasively</i>						
<i>Used available technology effectively</i>						

Critical Thinking						
<i>Used problem-solving techniques</i>						
<i>Used critical thinking methods to produce comprehensive, supported conclusions</i>						
<i>Contributed ideas, showed curiosity and initiative</i>						
<i>Distinguished fact from opinion and critical from non-critical information</i>						
<i>Demonstrated continuous learning</i>						
<i>Showed common sense</i>						
<i>Demonstrated and applied career-related knowledge and practices in the workplace</i>						

Professional Skills	1	2	3	4	5	N/A
<i>Exhibited professional behavior and attitude</i>						
<i>Showed understanding of industry customs and practices</i>						
<i>Applied knowledge to the task or solution of the problem at hand</i>						
<i>Please list below any skills or competencies you feel are important to the profession or career represented by your organization that have not been addressed, and then evaluate the intern regarding these.</i>						

Leadership Development and Ethics

<i>Accepted responsibility for own actions</i>						
<i>Organization skills</i>						
<i>Dependable, punctual, reliable</i>						
<i>Team skills, open to other views and values</i>						
<i>Appropriate workplace behavior and appearance</i>						
<i>Managed time and tasks</i>						
<i>Potential for advancement</i>						

1. What were the student's responsibilities?

2. What kind of training was provided?
 - a. Orientation to the company
 - b. Formal training program
 - c. On-the-job training
 - d. Other (classes, etc.)

3. Please explain the provisions for supervising the student (regular meetings, setting goals, review process, etc.)

4. Please comment on the appropriateness of the student's academic training as it relates to this experience.

5. Please state any suggestions you might have which would help the student to improve in this career field.

6. Would you hire the student as a full-time employee if there were an open position?

7. Please provide any suggestions/comments for improvements to the RMC experiential education program.

Please review this evaluation with the intern to provide productive feedback on the experience. Your signature also authorizes the Career Services Office to release these comments to promote the RMC internship program.

Supervisor Signature _____

Date _____

Student Signature _____

Date _____