INTERNERSHIP RESOURCES- Final Assessment of Employer

Name of Intern: ________________________________________________________________

Date: _______________________________________________________________________

Name of Supervisor: ____________________________________________________________

Please complete this evaluation upon completion of your internship program. This form is designed to help you reflect upon your internship experiences, and also to provide feedback to your employer. Feel free to use the back of this sheet or additional pages for any additional comments.

A. Skill Development
On a scale of 1 to 3, evaluate your skill improvement in the following areas as a result of this internship:

1=No improvement  2=Some Improvement  3=Great Improvement  N/A= Not Applicable

___ a. Written Communication

___ b. Oral Communication

___ c. Problem Solving

___ d. Decision Making

___ e. Interpersonal/Teamwork

___ f. Self-Management

___ g. Initiative

___ h. Leadership

___ i. Word-Processing and/or Data-Entry

___ j. Spreadsheet and/or Database

___ k. Internet/E-mail

___ l. General Business Knowledge

___ m. Specific Job/Industry Knowledge

___ n. Other Office Skills (filing, photocopying, etc.)

___ o. Other: ________________________________
B. Performance

On a scale of 1 to 5, please evaluate your performance in each of the following areas.

1=Lack this skill  2=Limited/minimal skill level  3=Adequate/average skill level  4=Above average skill level  5=Exceptional skill level  N/A Not Applicable

1. Communication Skills

___ a. Demonstrate oral communication skills required for the job

___ b. Write clearly and concisely

___ c. Willing to speak up, communicate information, and ask questions

___ d. Listen to feedback and work to improve

2. Problem-Solving/Decision-Making Skills

___ a. Analyze situations and take appropriate action

___ b. Offer creative solutions to problems

___ c. Collect and analyze information relevant to completing a task and establish a course of action within the given timeframe

___ d. Resolve problems in an appropriate timeframe

3. Teamwork

___ a. Establish rapport and credibility among team members

___ b. Share information and resources with others

___ c. Assist and cooperate with co-workers

___ d. Demonstrate willingness to put forth extra time and effort

___ e. Assume appropriate leadership role(s)

4. Self-Management

___ a. Produce high-quality, accurate work

___ b. Seek new strategies when current approach is not effective

___ c. Display good judgment and establish priorities

___ d. Use time efficiently

___ e. Demonstrate ethical behavior

___ f. Arrive on time and maintain agreed hours
5. Initiative

_____ a. Seek opportunities to learn

_____ b. Take initiative to get a job done, even if not specifically told to do so

_____ c. Act decisively on critical issues

_____ d. Overcome obstacles and problems

_____ e. Set and communicate goals; follow-up with results.

6. Technical Skills

_____ a. Possess the technical skills required for this position

_____ b. Willing to learn new skills and enhance existing technical skills

_____ c. Use appropriate technology for tasks

_____ d. Use technology to perform effectively

C. Comments

1. In terms of preparation for your learning experience, your **prior academic coursework** was:

[ ] very useful [ ] of some use [ ] not very useful

2. In terms of preparation for your learning experience, your **prior work experience** was:

[ ] very useful [ ] of some use [ ] not very useful

3. The job orientation provided to you by your employer was:

[ ] very thorough [ ] sufficient [ ] inadequate

4. How did your **learning objectives** contribute to the educational benefits of your overall learning experience?

[ ] large contribution [ ] some contribution [ ] little or no contribution
5. Please assess the job responsibilities your employer assigned to you:

[ ] difficult to achieve [ ] challenging, but attainable [ ] not challenging

6. How would you assess the **overall educational value** of your internship experience?

[ ] very valuable [ ] generally worthwhile [ ] of some value [ ] very limited value/no value

7. How would you assess your overall performance?

[ ] outstanding [ ] above average [ ] average [ ] below average [ ] unsatisfactory

What suggestions do you have to improve the quality of this internship? Please include any specific recommendations you have that might be useful to your employer supervisor or your faculty coordinator.

What has been the effect of this internship on your career goals?