

**Northern Kentucky University**  
**WLL 396**  
**Site Supervisor's Evaluation of Intern**

Instructions:

Supervisors of students enrolled for credit in WLL 396 are requested to complete this form for each intern. This appraisal is used, in part, to justify the granting of academic credit for the internship. Supervisors are requested to fill out the form with care, giving a rating for each of the items listed and providing, as appropriate, other information important to evaluating the intern's performance.

Student Intern's Name: \_\_\_\_\_

Company: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Dates of Internship: \_\_\_\_\_ to \_\_\_\_\_

*Please circle the appropriate rating for the following performance dimensions:*

	<u>Excellent</u>	<u>Good</u>	<u>Average</u>	<u>Poor</u>	Very <u>Poor</u>	No Basis <u>to Rate</u>
Attendance/Punctuality:	5	4	3	2	1	NB
Dependability:	5	4	3	2	1	NB
Cooperation:	5	4	3	2	1	NB
Motivation:	5	4	3	2	1	NB
Judgment:	5	4	3	2	1	NB
Initiative:	5	4	3	2	1	NB
Business Ethics:	5	4	3	2	1	NB
Communication Skills:	5	4	3	2	1	NB
Ability to Learn:	5	4	3	2	1	NB
Creativity:	5	4	3	2	1	NB
Work Quality:	5	4	3	2	1	NB
Personal Appearance:	5	4	3	2	1	NB
<b>OVERALL RATING:</b>	5	4	3	2	1	NB

Please comment on the following items:

1. The Student intern's strengths:
  
2. The student intern's weaknesses:
  
3. Did the student intern's overall performance meet your expectations?
  
4. Any recommendations for the professional improvement of the student intern?
  
5. Would you hire this student intern if a full-time position were available in your organization? Why or why not?
  
6. Did you discuss this report with the student?    Yes    No    (Circle One)  
(I encourage you to provide your student intern a copy of this performance appraisal.)

Intern Supervisor's Signature: \_\_\_\_\_

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

**Thank you** for participating in our Internship Program.