

Supervisor - Internship Evaluation Criteria

Below is an outline of skill sets and performance indicators which are rated by supervisors.
The actual web-based evaluation will be sent via e-mail to supervisors prior to
the end of the internship experience.

Scale: 5=Excellent, 4=Above Average, 3=Average, 2=Below Average, 1=Poor, NA=Not Applicable

1. Quality of assigned work received
2. Quality of written communication skills
3. Quality of oral communication skills
4. Quality of computer/technical skills
5. Ability to work with others
6. Attendance & punctuality
7. Professional demeanor
8. Professional appearance
9. Use of time management skills
10. Judgment/decision making skills
11. Showed initiative & worked with limited supervision
12. Showed a professional level of flexibility & adaptability
13. Overall Performance

Comments:

What are the intern's greatest strengths?

In what areas does the intern need to improve?

How would you rate the quality of Elon University students compared with students from other institutions?

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Please add additional comments explaining your rating:

Would you hire this intern for a permanent position? Yes No

Would you be willing to supervise additional Elon University interns? Yes No

Additional comments: