# ADED 7920 Internship - Auburn University

## Supervisor's Evaluation

(name of student-employee)

#### INTERNSHIP PERFORMANCE RATING SCALE

(to be completed by employer or immediate supervisor)

Directions: Please evaluate the student-employee by circling the appropriate rating number. The scale ranges from a LOW of 1 to a HIGH of 5. If an item does not apply, do not check it. If this job has special requirements not listed, please indicate below.

Personal Qualities	Low High	Human Relations	Low High
1. Appearance	1 2 3 4 5	Relationships with employer or supervisor	1 2 3 4 5
2. Stamina	1 2 3 4 5	Relationships with fellow employees	1 2 3 4 5
3. Standards of sanitation	1 2 3 4 5	3. Relationships with the public	1 2 3 4 5
4. Emotional maturity	1 2 3 4 5	4. Ability to accept & follow directions	1 2 3 4 5
5. Enthusiasm	1 2 3 4 5	5. Ability to accept criticism	1 2 3 4 5
6. Intellectual curiosity	1 2 3 4 5		
7. Attitude toward job	1 2 3 4 5		
Work Performance			
1. Attendance & punctuality	1 2 3 4 5	8. Ability to communicate	1 2 3 4 5
2. Efficiency & productivity	1 2 3 4 5	Ability to develop & use work simplification techniques	1 2 3 4 5
3. Initiative	1 2 3 4 5	10. Improvement of skills	1 2 3 4 5
4. Adaptability	1 2 3 4 5	11. Improvement of knowledge	1 2 3 4 5
5. Dependability in completing assigned tasks	1 2 3 4 5	12. Gets good results (productivity)	1 2 3 4 5
6. Accuracy of performance	1 2 3 4 5	13. Creativity (if applicable)	1 2 3 4 5
7. Attitude toward job	1 2 3 4 5	Other:	1 2 3 4 5
		Other:	1 2 3 4 5

# Supervisor's Evaluation (continued)

Evaluation of				
	(na	me of student-employe	ee)	
General Comment	s and Impress	<u>ions</u>		
Please discuss any overall performance			s or difficulties.	Summarize the
Overall Employee  Please circle the caperformance.		est describes the st	udent-employee	's overall work
1 Unsatisfactory	2 Marginal	3 Adequate	4 Good	5 Excellent
Please circle the ap	propriate respo	nse:		
I (have, have not) d	iscussed these	ratings with this en	nployee.	
Evaluator's signat	uro	Position/Title	•	Data
Evaluator's signat	uı <del>C</del>	FOSITION/ HTM	C	Date

# STUDENT EVALUATION ADED 7920 Internship - Auburn University Semester:\_\_\_\_\_

Directions: After completing the interest of t	rnship, please fill out this	s form and return to Dr. Witte.
Student Name	Address	City
Employer's Name	Firm	Student's Job Title
Address of Firm	City	State Zip Code
Dates of Work Experience: From to		# of Hrs. Completed

### **Self Evaluation**

Evaluate your strengths and/or weaknesses relative to the following qualities pertaining to job success. Use space on back if needed. Circle the appropriate rating, from a low of one (1) to a high of five (5).

Job Qualities					High
1. Personal qualities - relations punctuality, initiative	1	2	3	4	5
2. Employee supervisor relations-adaptability	1	2	3	4	5
3. Relations with fellow employees	1	2	3	4	5
4. Accuracy of work performance		2	3	4	5
Speed of technical skills - use appropriate work simplification skills	1	2	3	4	5
6. Professionalism	1	2	3	4	5
7. Level of learning from this experience	1	2	3	4	5

**Additional Comments:**