
ADED 7920 Internship - Auburn University
Supervisor's Evaluation

Evaluation of _____
(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	1. Relationships with employer or supervisor	1	2 3 4 5
2. Stamina	1	2 3 4 5	2. 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	9. 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 _____
(name of student-employee)

General Comments and Impressions

Please discuss any outstanding qualities, weaknesses or difficulties. Summarize the overall performance of the student-employee.

Overall Employee Rating

Please circle the category which best describes the student-employee's overall work performance.

1	2	3	4	5
Unsatisfactory	Marginal	Adequate	Good	Excellent

Please circle the appropriate response:

I (have, have not) discussed these ratings with this employee.

_____ Evaluator's signature	_____ Position/Title	_____ Date
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Additional Comments: