

INDIANA UNIVERSITY SOUTHEAST - Internship Program - Employer Midterm Evaluation
 Career Services – Rose Shannon, Coordinator – 812-941-2274 – Email: roshanno@ius.edu

This form should be completed by the individual in the best position to evaluate the student's performance. The evaluator is encouraged to add comments in areas where further information would be helpful. This communication is essential for the development of the student's career objectives and the continual upgrading of performance. Review those characteristics that will help or hinder the student's professional maturity, personal appearance and habits, authority acceptance, self reliance, dependability, desire for self-improvement, adaptability, leadership skills, enthusiasm, honesty, acceptance of constructive criticism, willingness to adjust self-interest to group interest, learning ability, accuracy and thoroughness, as well any other applicable characteristics.

Student Name: _____
 Student Supervisor: _____
 Supervisor Title: _____
 Supervisor Email: _____
 Supervisor Phone: _____
 Employer Name: _____
 Street Address: _____
 City, State, Zip: _____

STUDENT PROGRAM STATS: Start Date: _____ Total Number of Hours completed to date: _____
 ATTENDANCE: Regular: _____ Irregular: _____ Days Missed: _____
 PUNCTUALITY: Regular: _____ Irregular: _____ Times Late: _____

Evaluate the student's work and indicate by a specific number on a scale of 1 to 5 level of performance.

(1) POOR (2) BELOW AVERAGE (3) AVERAGE (4) ABOVE AVERAGE (5) SUPERIOR

RATING: 1  5

- Accuracy & Thoroughness:** Does this student produce accurate and thorough work? If not, please explain.
- Attitude:** Demonstrates a positive and professional manner; cooperative; shows desire to improve.
- Communication Skills:** Understands instructions; effectively communicates ideas (both written and verbal).
- Dependability:** Reliable and persistent in follow-through with assignments, on schedule.
- Initiative:** Willing to put forth effort to start an activity without direct supervision, seeks additional assignments.
- Learning Ability:** Masters and understands new work routines and methods.
- Productivity:** Effectively plans and organizes work; meets reasonable time schedules; completes assignments.
- Work Relationships:** Explain how the student interacts with co-workers and supervisors.

The purpose of this form is to teach the student the purpose of the "feedback evaluation." Career Services feels that each of us can improve upon our performance if given the correct information regarding our skill levels and expectations. We hope that you will assist the student in this very important process of communication that the student will only learn in your corporate environment.

SUMMARY OF STUDENT STRENGTHS

1. _____
2. _____

SUMMARY OF IMPROVEMENT OPPORTUNITIES

1. _____
2. _____

Specify significant accomplishments made by the student at your site.

Is the student's academic training related or not related to their internship work?

Briefly describe how you trained the student for his or her internship.

Has this evaluation been discussed with the student?

Supervisor's Signature

Date

Please discuss this evaluation with the student, and the student will return this form to the Internship Program Coordinator. Thank you for your support of the IU Southeast Internship Program!