

INTERN EVALUATION FORM

Intern's Name:

Employer:

Site Supervisor:

Date:

Dear Site Supervisor:

For each of the items below, please rate the intern using the scale listed. After completion, please return this evaluation by _____ to:

Ronie McPeak,
Director, Career Services and Internships
Cumberland University

Fax: 615-444-2569

Email: rmcpeak@cumberland.edu

Mail: One Cumberland Square, Lebanon, TN 37087

(This form is necessary to complete the intern's grade for this semester. Thank you for returning it promptly.)

Strongly Agree Agree Neutral Disagree Strongly Disagree
5 4 3 2 1

- (1) Can be depended upon to be at work when scheduled.
- (2) Arrives at work on time.
- (3) Notifies supervisor in case of illness/or other reason for absence.
- (4) Makes up work if it is necessary to be out.
- (5) Has adequate skills/academic preparation for the internship.
- _(6) Uses time well.

- (7) Uses initiative on the job.
- (8) Produces quality work.
- (9) Follows directions.
- (10) Works well with fellow employees.
- (11) Takes supervision well.
- (12) Has a positive attitude.
- (13) Dresses properly for the position.
- (14) Appears interested in the work.

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- (15) Is teachable--willing to learn.
- (16) Uses appropriate grammar and/or has good writing skills.
- (17) Integrity is evident in this student.

_____ (18) This student understands the basic operating and organizational structure of this business/ organization.

Approximately how many hours per week did your intern work?

If you had an open position, would this intern be the type of person you would want to hire upon his/her graduation?

I would be interested in a future intern from Cumberland University?

Additional comments:

An area of personal, professional growth I could recommend for this student would be: _____

Signature

Date

Thank you again for your interest in our students, and for offering this professional learning experience. I hope I can continue to count you among our valuable internship site resources. If you would like to contact me regarding this internship, or others in the future, please call me directly. (547-1357)

Sincerely,

Ronie McPeak

Internship Coordinator