

Date		
<b>STUDENT INFORMATION</b>		
Student		
Company/Institution/Agency		
Address		
Position/Title		
Dates of Assignment	From	To
Description of Duties		

<b>PERFORMANCE EVALUATION</b>	
Please evaluate this student intern on the following characteristics, using a scale of 1 to 10 (1 = poorest evaluation; 10 = highest evaluation), relative to job expectations and others you have known in a similar capacity. Please provide written comments in the additional space provided below each item.	
Scaled Evaluation	
	Productivity: Quality of work completed.
	Productivity: Quantity of work completed.
	Level of job-related knowledge and skills.
	Ability to solve problems.
	Quality of written communication.
	Quality of verbal communication.
	Motivation/initiative.

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**ENTER ADDITIONAL INFORMATION ON PAGE 2 OF THIS FORM**

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Scaled Evaluation	
	Positive attitude.
	Ability to work well with others.
	Leadership ability.
	Ethical integrity.
	Professional appearance and comportment.
	Attendance and punctuality.
	Overall evaluation.
	Promise as a future employee.

In your role as supervisor and mentor, what recommendations would you give this intern as guidance for ongoing professional development?

Reviewing Supervisor's Name (print)	Reviewing Supervisor's Signature	Date
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internshipEval 11/10

**PLEASE RETURN TO THE BUSINESS ADMINISTRATION DEPARTMENT**

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