

Alternative Intern Evaluation

Student: _____ Internship Dates: _____

Supervisor: _____ Date: _____

B. Performance Assessment

Directions: Club Supervisor – Evaluate the student in each of the areas listed using the following scale. Omit any areas which you feel do not apply to this specific field setting. Discuss the evaluation with the student one week before the completion of the internship.

Evaluation Scale: **E = Excellent** **Avg = Average** **NI = Needs Improvement**

Please Circle One

- E Avg NI 1. How well was the intern prepared for this job?
- E Avg NI 2. What characteristics did you like most about the intern?
- E Avg NI 3. Did the intern apply good judgment and have a technical competence for the assigned tasks?
- E Avg NI 4. How would you rate the intern's sense of duty or responsibility toward his/her job(s)?
- E Avg NI 5. Did the intern work quickly and thoroughly?
- E Avg NI 6. List the intern's strengths and weaknesses of interpersonal skills and the ability to interact with others.
- E Avg NI 7. List the intern's strengths and weaknesses of communication skills – both oral and written.
- E Avg NI 8. Assess the intern's leadership skills; the ability to take initiative.
- E Avg NI 9. In what areas does the intern need improvement?
- E Avg NI 10. Would you recommend the intern for future employment in the club industry? Why or why not?
- E Avg NI 11. Discuss areas where the intern has made significant improvement.
- E Avg NI 12. Comments – Are there any other areas involving the internship program and/or the intern to be discussed?



Briefly discuss the strengths of the intern: _____

What are areas for improvement for the intern? _____

Additional comments: _____

