

WINONA

STATE UNIVERSITY

ON-SITE INTERN SUPERVISOR: PLEASE FILL OUT THIS EVALUATION BEFORE THE MIDTERM AND THE END OF THE INTERN'S WORK.

PLEASE MAIL IT ADRESSED TO HIS/HER FACULTY ADVISOR AT:
DEPARTMENT OF BUSINESS ADMINISTRATION
324 SOMSEN HALL
WINONA STATE UNIVERSITY
WINONA, MN, 55987-5838

**WINONA STATE UNIVERSITY
DEPARTMENT OF BUSINESS ADMINISTRATION
INTERNSHIP PROGRAM**

Employer Evaluation Form

Rate the intern on each of the following areas. You may make additions or deletions where necessary.

Name of Intern: _____

Date: _____

Evaluation by: _____

Company: _____

Project Completion: The completion of internship duties:

- _____ All projects completed
- _____ Most projects completed or progress made toward completion
- _____ Satisfactory progress in assigned projects
- _____ New projects completed or worked on

Comments:

Decision Making: The ability to analyze the available facts and make sound decisions based on available information.

- _____ Consistently exceeded job requirements
- _____ Consistently met job requirements
- _____ Did not meet job requirements

Comments:

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Dependability: Following instructions and appropriate procedures; attention to detail; keeping supervisor informed of developments; regular attendance.

- Consistently exceeded job requirements
- Consistently met job requirements
- Did not meet job requirements

Comments:

Initiative: The ease and vigor with which the student approaches a new task.

- Self-motivating
- Needs occasional stimulation
- Capable of routine work only
- Depends wholly upon others

Comments:

Planning & Organization: Ability to budget time, and how the student handles situations under pressure.

- Consistently exceeded job requirements
- Consistently met job requirements
- Did not meet job requirements

Comments:

Quality of Work: The thoroughness and accuracy of the student's work.

- Consistently exceeded job requirements
- Consistently met job requirements
- Did not meet job requirements

Comments:

Personality: Ability to make pleasant impressions. Do not over emphasize first impression.

- Makes a favorable impression
- Makes no particular impression
- Makes an unfavorable impression

Comments:

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Character: Honesty and seriousness of purpose (You may check more than one.)

- High integrity
- Can be trusted
- Sincere
- Unprofessional

Comments:

Cooperation:

- Works very well with others
- Works well with others
- Has a problem working with others

Comments:

Potential: Placement possibilities

- Excellent potential
- Limited potential
- Placement problem

Comments:

Overall Evaluation of Intern:

- Excellent
- Above Average
- Average
- Below Average

Comments:

Signed: _____

Title: _____

Company: _____

Date: _____

WOULD YOU BE INTERESTED IN SUPERVISING ANOTHER INTERN FROM WINONA STATE UNIVERSITY?

NO _____ YES _____ WHEN _____

PHONE: _____