

UNIVERSITY OF NORTHERN IOWA
EMPLOYER'S/ORGANIZATION'S EVALUATION OF INTERN/CO-OP STUDENT

STUDENT NAME: _____

EMPLOYER/ORGANIZATION NAME AND ADDRESS:

INSTRUCTIONS: The student's immediate supervisor should complete this evaluation of the student's performance. The evaluation of student interns/co-op students is an important part of the learning process. Your objective evaluation, comparing the student with other students of comparable academic level, with other entry level personnel, or by individual standards, will be very helpful to the student's professional development. Remarks are particularly helpful; feel free to extend your comments to an attached page.

For each item below, circle the number that best describes your assessment of the student's performance, using the following scale:

- 5 = outstanding;
- 4 = good;
- 3 = adequate, student met expectations but could use some improvement;
- 2 = needs significant improvement (please explain in "Additional Comments" below);
- 1 = not acceptable (please explain in "Additional Comments" below).
- NA = Not Applicable

ATTITUDES & BEHAVIORS

Initiative: proceeds well on his/her own, and acts independently.	1	2	3	4	5	NA
Attitude: interested, enthusiastic and industrious.	1	2	3	4	5	NA
Learning: takes constructive criticism well and learns from mistakes.	1	2	3	4	5	NA
Judgment: makes the right decisions and exercises good judgment.	1	2	3	4	5	NA
Relationships with others/Teamwork: relates well with others.	1	2	3	4	5	NA
Dependability: reliable and completes assignments in timely manner.	1	2	3	4	5	NA

BASIC SKILLS

Verbal communication: speaks in a clear, complete, but concise manner.	1	2	3	4	5	NA
Written communication: writes in a clear, complete, but concise manner.	1	2	3	4	5	NA
Organization: demonstrates efficiency, productivity, and planning skills.	1	2	3	4	5	NA
Analytical/Math: understands and demonstrates effective analytical/math skills.	1	2	3	4	5	NA
Technology Proficiency/Software: Entered position with appropriate skill set and learned new technology related skills needed for the internship/co-op position.	1	2	3	4	5	NA
Knowledge of field: demonstrates working knowledge and understanding of the career field (at an internship/co-op student level).	1	2	3	4	5	NA

QUALITY OF EFFORT & OVERALL PERFORMANCE

Quality of effort: meets or exceeds expectations and standards.	1	2	3	4	5	NA
Professional demeanor: student maintains appearance, conduct, and attitude appropriate to the professional setting.	1	2	3	4	5	NA

If you were to grade this student's performance based upon the demands of the internship/co-op position, what grade would you assign (circle one)?

COMMENTS:

What areas or skills should the student strive to improve?

Additional comments:

The supervisor is encouraged to discuss this evaluation with the intern/co-op student. Have you discussed this report with the student? Yes_____ No_____

Name of supervisor completing this evaluation:

Date: _____
(telephone number) (e-mail address)

Upon completion, please mail or fax to UNI's Cooperative Education/Internship Program.

2