

INTERNSHIP PERFORMANCE EVALUATION



NORTH SHORE COMMUNITY COLLEGE

NAME _____ PROGRAM OF STUDY _____

EMPLOYER _____

YEAR _____ SEMESTER _____

Please check the appropriate box for each factor listed below.

5 = OUTSTANDING: Student's work shows exceptional knowledge and level of activity beyond what the job requires. Has assumed more and more functions without direction.

4 = VERY GOOD: Student does more than expected. Continually does thorough and complete work. Requires practically no direction or supervision. Able to take on extra projects without defaulting on other assignments.

3 = GOOD: Student is doing a full, complete and satisfactory job. Errors are few. Requires only normal supervision and always completes work as expected. A good solid member of the team.

2 = MARGINAL: Student is not consistently performing the requirements of the job. Needs continual pushing and guidance to perform. Can't always be depended on to complete tasks in a reasonable period.

1 = INADEQUATE: Student is not getting the job done. Repeats mistakes. Work is not accomplished. Apparently does not have the drive or know-how to do the job.

N/A = NOT APPLICABLE: Student's job doesn't apply.

QUALITY OF WORK	5	4	3	2	1	N/A
Thoroughness and Accuracy						
Time Management						
Job Knowledge						
Technical Skills						
QUANTITY OF WORK	5	4	3	2	1	N/A
Volume of Output						
WORKING RELATIONSHIPS	5	4	3	2	1	N/A
Courteous and Tactful						
Cooperation/Collaboration						
INITIATIVE AND SELF RELIANCE	5	4	3	2	1	N/A
Creativity						
Able to Evaluate Priorities						
Requires Minimum Supervision						
Seeks Out New Responsibilities						
DEPENDABILITY	5	4	3	2	1	N/A
Punctuality						
Attendance						
Flexibility						
PROFESSIONALISM	5	4	3	2	1	N/A
Proper Business Attire						
Courteous Attitude						
Maturity, Poise and Conduct						

EVALUATOR'S SIGNATURE:

DATE:

STUDENT'S SIGNATURE:

DATE:

Please return this evaluation via email to anunez@northshore.edu.

Thank you for your partnership. We look forward to working with you in the near future.