



AGENCY EVALUATION OF AN INTERN
Academic Department (optional form)

Please complete this form by _____ and return to:

Name:

Title:

Address:

Phone:

E-mail:

Fax:

Student Name: _____

Dates of Internship: _____

Agency Name: _____

Address: _____

Intern Supervisor: _____

Below, please write any comments you would like to make about the intern. Then complete the rating sheet on the back.

Please rate the intern in the following manner:

- 1 = Exceptional
- 2 = Good
- 3 = Acceptable
- 4 = Needs Improvement
- 5 = Not Accessible

	1	2	3	4	5
Intellectual Curiosity					
Pride in work					
Initiative, Industry					
Dependability					
Imagination					
Maturity					
Leadership					
Responsibility					
Attitude					
Cooperation					
Personal Appearance					
Adaptability to New Ideas					
Rapport with Fellow Professionals					
Capacity for Clear Oral Expression					
Capacity for Clear Written Expression					
All-Around Ability					
Growth Potential					
Rapport with Agency Clients					
Attendance					
Quality of Work Done					
Quantity of Work Done					
Work Completed on Time					



RADFORD UNIVERSITY
CAREER SERVICES
“The Career Coaching Center”
SITE SUPERVISOR’S MID-TERM ASSESSMENT FORM

Please complete the following mid-term assessment for the student listed below. In order to assist the student intern with his/her professional development, we ask that you please review your comments and recommendations with the student intern. Complete the form as follows:

Name of Organization: _____

Site Supervisor: _____

Name of Student Intern: _____

Student’s Academic Major: _____

Return to: Career Services
Radford University
P. O. Box 6901
Radford, Virginia 24142
(540) 831-5373

Return Date: _____

1. Please rate the student on the work skills and personal qualities listed below. The rating scale is as follows:

1 = NEEDS IMPROVEMENT 2 = SATISFACTORY 3 = GOOD 4 = OUTSTANDING

BASIC WORK SKILLS PERSONAL QUALITIES

- _____ Understands Written Material _____ Mature
- _____ Communicates in a Professional Manner _____ Motivated
- _____ Displays Basic Computer Literacy _____ Creative
- _____ Can Solve Problems _____ Organized
- _____ Can Make Rational Decisions _____ Listens
- _____ Displays Diversity and Adaptability _____ Safety Conscious
- _____ Shows Dependability _____ Clean and Neat
- _____ Dedicated to the Organization _____ Respectful
- _____ Maintains a Positive, Healthy Attitude _____ Trustworthy
- _____ Can Work Unsupervised _____ Cooperative
- _____ Takes Direction and Feedback _____ Independence
- _____ Interacts Well with Others _____ Assertiveness
- _____ Is a Team Player

2. What outstanding accomplishments have you observed from this student thus far?

3. Are you satisfied with the student's overall performance thus far?

_____ Yes _____ No

Please comment:

4. Please offer suggestions/concerns regarding your experience thus far with Radford University's Experiential Learning Program, how we may be of further assistance to you, or your comments for improvement of the program.

Signature: _____ Date: _____

Site Supervisor:

Are you interested in supervising an intern for the coming academic year? Check where applicable:

_____ Yes, please contact me for more information concerning the intern's work responsibilities.

_____ Not at this time but perhaps in the future.

_____ I would like to recommend the following persons/agencies who may be interested in working with a student internship program.

Name: _____

Organization: _____

Telephone: _____



**RADFORD UNIVERSITY
CAREER SERVICES
“The Career Coaching Center”
SITE SUPERVISOR’S FINAL ASSESSMENT FORM**

Please complete the following final assessment for the student listed below. In order to assist the student intern with his/her professional development, we ask that you please review your comments and recommendations with the student intern. Thank you for your participation in internship opportunities for the students of Radford University. Complete the form as follows:

Name of Organization: _____

Site Supervisor: _____

Name of Student Intern: _____

Student’s Academic Major: _____

**Return to: Career Services
Radford University
P. O. Box 6901
Radford, Virginia 24142
(540) 831-5373**

Return Date: _____

1. Please rate the student on the work skills and personal qualities listed below.
The rating scale is as follows:

1 = NEEDS IMPROVEMENT 2 = SATISFACTORY 3 = GOOD 4 = OUTSTANDING

BASIC WORK SKILLS PERSONAL QUALITIES

- _____ Understands Written Material _____ Mature
- _____ Communicates in a Professional Manner _____ Motivated
- _____ Displays Basic Computer Literacy _____ Creative
- _____ Can Solve Problems _____ Organized
- _____ Can Make Rational Decisions _____ Listens
- _____ Displays Diversity and Adaptability _____ Safety Conscious
- _____ Shows Dependability _____ Clean and Neat
- _____ Dedicated to the Organization _____ Respectful
- _____ Maintains a Positive, Healthy Attitude _____ Trustworthy

- _____ Can Work Unsupervised _____ Cooperative
- _____ Takes Direction and Feedback _____ Independence
- _____ Interacts Well with Others _____ Assertiveness

2. Did the student realize most of his/her objectives outlined in their contract? _____ Yes _____ No
Comments:

3. Has the student been a valuable asset to your organization?
Comments:

4. What are the student's:
Strengths:

Weaknesses:

5. Please give us your comments on ways to improve internship opportunities/supervision within the worksite for the following:
Supervisors:

Interns:

Signature: _____ Date: _____