

TREVECCA NAZARENE UNIVERSITY
Office of Career Services

INTERN EVALUATION FORM

Intern's Name: _____

Employer: _____

Site Supervisor: _____ Date: _____

Dear Site Supervisor:

For each of the items below, please rate the intern using the scale listed. After completion, please return this evaluation by _____ to:

Jennifer Wyatt Neely, Career Planning and Internship Coordinator
Trevecca Nazarene University
333 Murfreesboro Rd.
Nashville, TN 37210

You may fax it @ 615-248-1515 if that is more convenient.

(This form is necessary to complete the intern's grade for this semester. Thank you for returning it promptly.)

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
5	4	3	2	1

- _____ (1) Can be depended upon to be at work when scheduled.
- _____ (2) Arrives at work on time.
- _____ (3) Notifies supervisor in case of illness/or other reason for absence.
- _____ (4) Makes up work if it is necessary to be out.
- _____ (5) Has adequate skills/academic preparation for the internship.
- _____ (6) Uses time well.
- _____ (7) Uses initiative on the job.
- _____ (8) Produces quality work.
- _____ (9) Follows directions.
- _____ (10) Works well with fellow employees.
- _____ (11) Takes supervision well.
- _____ (12) Has a positive attitude.

_____ (13) Dresses properly for the position.

_____ (14) Appears interested in the work.

_____ (15) Is teachable--willing to learn.

_____ (16) Uses appropriate grammar and/or has good writing skills.

_____ (17) Integrity is evident in this student.

_____ (18) This student understands the basic operating and organizational structure of this business/ organization.

Approximately how many hours per week did your intern work?

If you had an open position, would this intern be the type of person you would want to hire upon his/her graduation?

I would be interested in a future intern from Trevecca?

Additional comments:

An area of personal, professional growth I could recommend for this student would be:

Signature _____ Date _____

Thank you again for your interest in our students, and for offering this professional learning experience. I hope I can continue to count you among our valuable internship site resources. If you would like to contact me regarding this internship, or others in the future, please call me directly. (615-248-1237)

Sincerely,

Jennifer Wyatt Neely
Career Planning and Internship Coordinator