

Union University
Department of Computer Science
Internship Evaluation

Name _____

Date _____

Field Supervisor _____

Job Description _____

This rating sheet has been designed to provide a practical method through which the ability of the individual can be judged with reasonable uniformity and accuracy. Each supervisor must use his/her own judgment, but is encouraged to call to mind instances that are typical of the intern's work, not unusual situations.

Attendance

1. Punctuality

- _____ Always on time
- _____ Occasionally late
- _____ Requires occasional reminding
- _____ Often tardy. . .job apparently of secondary importance
- _____ Always tardy

2. Dependability

- _____ Perfect record
- _____ Rarely absent
- _____ Frequently absent. . .but for cause
- _____ Poor record. . .requires counseling
- _____ Unsatisfactory. . .work suffers

3. Notification

- _____ Always notifies in time
- _____ Notifies, but usually too late to get a substitute
- _____ Occasionally late or absent without notification
- _____ Requires inquiry as to why late or absent
- _____ Often fails to notify

Personal Qualifications

1. Appearance

- _____ Neat and in good taste
- _____ Neat but sometimes not in good taste
- _____ Sometimes careless about appearance
- _____ Untidy
- _____ Unsuitable for job

2. Tact and Courtesy

- ☐ Shows exceptional tact and courtesy
- ☐ Tactful and considerate of others
- ☐ Occasionally untactful and inconsiderate
- ☐ Attains goal but arouses antagonism

Capabilities

1. Ability to Learn

- ☐ Learns with exceptional rapidity
- ☐ Grasps instructions readily
- ☐ Average ability to learn new things
- ☐ Somewhat slow in learning
- ☐ Limited in learning new duties

2. Initiative

- ☐ Always finds extra work to do
- ☐ Pushes work through on own initiative
- ☐ Normal supervision required. . .not a self-starter
- ☐ Needs considerable supervision
- ☐ Must always be told what to do

3. Judgment

- ☐ Outstanding ability to reach sound and logical conclusions
- ☐ Actions generally based on good reasoning
- ☐ Average judgment
- ☐ Usually makes decisions without considering all alternatives
- ☐ Conclusions often faulty

4. Verbal Expression

- ☐ Excellent
- ☐ Above Average
- ☐ Average
- ☐ Below Average
- ☐ Poor

Attitude Toward Job

1. Interest

- ☐ Shows intense enthusiasm and interest in all work
- ☐ Shows interest. . .enthusiasm not sustained
- ☐ Passive acceptance. . .rarely shows enthusiasm
- ☐ Shows little or no interest
- ☐ Dislikes work

2. Cooperation

- _____ Goes all out to cooperate with associates and management
- _____ Promotes cooperation and goodwill
- _____ Moderately successful in cooperation with others
- _____ Cooperates reluctantly and sometimes causes dissension
- _____ Uncooperative

3. Responsibility

- _____ Seeks additional responsibility
- _____ Willingly accepts additional responsibility
- _____ Reluctant to accept additional responsibility
- _____ Avoids responsibility
- _____ Cannot be depended upon

Job Performance

1. Accuracy

- _____ Rarely makes mistakes
- _____ Above average
- _____ Average
- _____ Below Average
- _____ Highly inaccurate

2. Neatness

- _____ Takes pride in appearance of work. . .has sense of responsibility
- _____ Usually turns out neat work
- _____ Apparently lacks sense of neatness. . .requires re-doing
- _____ Majority of work must be done over

3. Quantity

- _____ Unusually high output
- _____ Consistently turns out more than average
- _____ Finished allotted amount
- _____ Does just enough to get by
- _____ Amount of work done is less than adequate

4. Knowledge of job

- _____ Excellent. . .has a thorough understanding of duties
- _____ Above average. . .knows enough to perform duties and willing to learn
- _____ Average
- _____ Below average. . .really has very little understanding of duties
- _____ Poor

What are the intern's **STRONGEST POINTS**?

What are the intern's **WEAKEST POINTS**?

Give a brief appraisal of the student's potential.

Overall rating of student's potential: 1 2 3 4 5 6 7 8 9 10

Signature & Title of Field Supervisor

Last updated: 1/25/06