



# Supervisor's Final Evaluation of Student Intern

This form is to be completed by the intern's immediate supervisor. We suggest the evaluation be discussed with the student. Evaluations are a major factor in determining the student's final grade. Please return to Wilson College, Career Development Center, 1015 Philadelphia Avenue, Chambersburg, PA 17201 or fax to 717/264.1578. This form may be filled out online and/ or scanned then emailed to [career@wilson.edu](mailto:career@wilson.edu). Thank you.

Semester/Year: \_\_\_\_\_ Faculty Advisor \_\_\_\_\_

Student Name \_\_\_\_\_ Total Hours \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Title \_\_\_\_\_

Organization Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Do you permit the student to receive a copy of this evaluation? Yes No

Please give a brief description of the intern's assignments, projects and responsibilities:

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**For the following two sections, please rate the student according to the following scale:**  
5 = "A" Excellent; 4 = "B" Good; 3 = "C" Average; 2 = "D" Weak; 1 = "F" Unacceptable  
NOTE: If question is not applicable, please mark NA

### I. Work Habits

- Always shows up on time. Phones when a change in schedule is necessary. Completes agreed upon number of hours each week.  
 5       4       3       2       1       NA
- Responsibility: follows through on assignments, completes work in a timely fashion.  
 5       4       3       2       1       NA
- Cooperative: ability to work in team and works well with supervisor and staff  
 5       4       3       2       1       NA
- Appearance: dresses professional, appropriate attire for the job  
 5       4       3       2       1       NA

Please feel free to add additional comments on work habits.

### II. Skills & Resources

- Interpersonal communication  
 5       4       3       2       1       NA
- Ability to work under deadline pressure  
 5       4       3       2       1       NA

- 3. Initiative/Self-starter  
 5       4       3       2       1       NA
- 4. Ability to comprehend/ think analytically  
 5       4       3       2       1       NA
- 5. Ability to express ideas or concerns orally  
 5       4       3       2       1       NA
- 6. Ability to express ideas or concerns in writing  
 5       4       3       2       1       NA
- 7. Accuracy/ attention to detail in own work  
 5       4       3       2       1       NA
- 8. Computer/ desktop publishing or typing skills  
 5       4       3       2       1       NA
- 9. Ability to accomplish tasks  
 5       4       3       2       1       NA
- 10. Willingness to undertake new or unfamiliar activities  
 5       4       3       2       1       NA

Please add any further comments on skills & resources:

**III. General Assessment**

1. Has the student successfully completed her/his learning objectives?
2. What are the student's major strengths?
3. Are you aware of any weaknesses? (if so, please note)
4. What additional training would have been helpful for the student before this internship?
5. If you had to assign a letter grade to this intern's overall performance, what grade would you give?
6. Would you consider employing another Wilson intern in the future? If no, then please explain.
7. May we quote you for publicity purposes? (Comments you provide will not specifically identify you or any individual student's performance.)

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Date*