

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

College of Business Administration Computer Information Systems Department INTERN EVALUATION SHEET

STUDENT _____ **QUARTER** _____

COMPANY _____ **DEPARTMENT** _____

INSTRUCTIONS: Evaluator should mark the appropriate column with a “√.” Note: Please rate the intern compared to other new hires in the position.

CRITERIA	DESCRIPTION	OUTSTANDING	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE
ACCURACY	Exactness and thoroughness in performing tasks				
APPEARANCE	Grooming, poise, and general appearance				
ATTENDANCE	Regularity and punctuality				
COOPERATION	Willingness to work with others				
DEPENDABILITY	Reliability and ability to follow through				
ENTHUSIASM	Eagerness to learn: Aggressiveness				
INITIATIVE	Readiness to assume responsibility				
INTEREST	Attention to details: Concern for firm's welfare				
MENTAL ALERTNESS	Ability to comprehend and carry out ideas or orders				
PRODUCTION	Quantity				
	Quality				
TACT	Discretion in dealing with others				

REMARKS and/or suggestions for improvement may be written below.

[Please attach business card]

Signature _____

Employment Supervisor

(Date)