

Southern Wake Academy
Senior Internship Supervisor's Evaluation

Student: _____ Supervisor: _____

Job: _____ Employer's Contact Number: _____

Please rate the student in the following areas. 1 = unsatisfactory, 3 = average and 5 = excellent

ASSESSMENT AREAS	1	2	3	4	5
Time Management: arrives on time, uses time wisely, completes tasks on time					
Appearance: Clean and professional attire appropriate for the job					
Work Ethic: hard working and diligent, eager to complete tasks and learn					
Attitude: positive attitude, respectful of supervisors, coworkers and customers					
Teamwork: cooperates with coworkers, does his/her share of the work					
Responsibility: completes assigned tasks and duties as requested, trustworthy					
Skill Development: learns quickly and improves skills					
Professionalism: mature behavior and appropriate demeanor					
Overall assessment of the intern's work					

How long have you been supervising this student? _____

What are this student's strengths? _____

In what areas does this student need to improve? _____

Briefly summarize what the student did for his/her internship: _____

Would you recommend this student to a future employer? Please explain. _____

Supervisor's Signature: _____ Date: _____

Please return this form to the student in a sealed envelope with your signature over the seal.