

Employer Evaluation of Intern

Return completed form to:
Career Services, Wittenberg University, PO Box 720 Springfield, OH 45501



Name of Intern: _____ Date: _____

Company: _____ Supervisor Signature: _____

Please indicate the intern's performance in these areas:

	Outstanding	Excellent	Good	Fair	Poor	Not Applicable
Punctuality						
Attendance						
Dependability						
Dresses appropriately/personal appearance						
Accepts constructive criticism						
Communication						
Technical Skills						
Attention to Detail						
Self Reliant						
Professional attitude						
Adapts to change/unexpected problems						
Respectful of authority						
Initiative/creativity						
Follows directions						
Meets deadlines/completes assigned tasks						
Willingness to learn						
Works well with Co-workers/supervisor						
Manages time well						
Problem Solving Ability						
Organizations Skills						
Overall performance of Intern						

Please answer the following

_____ This **May/Has** been shared with Intern.

_____ I consider this evaluation to be **confidential**.

_____ Are you willing to have an intern next semester?

_____ If not next semester, in the future?

Other comments/concerns:

Questions?

Please contact: Wendy Smiseck, Director Career Services at 937-327-7521 or wsmiseck@wittenberg.edu