**EVALUATION FORM**

To be completed by the Work Supervisor. Please return this form to the Faculty Sponsor.

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| --- | --- | --- | --- |
| Student Name: |  | Organization Name: |  |
| Work Supervisor Name: |  |

Please rate your student intern using the following scale:

5 = exceptional ability and promise in this field

4 = very good work, handled duties responsibly and competently

3 = satisfactory work, fulfilled commitments with average ability

2 = below average, responsibilities were not met satisfactorily

1 = unacceptable, very poor work

Confidence in the intern’s own abilities/skills 1 2 3 4 5

Completion of the intern’s responsibilities 1 2 3 4 5

Interpersonal skills 1 2 3 4 5

Self-motivation/initiative 1 2 3 4 5

Punctuality 1 2 3 4 5

Dependability 1 2 3 4 5

Willingness to learn new skills 1 2 3 4 5

Fulfillment of potential 1 2 3 4 5

Did the intern complete agreed upon hours? yes no

Describe your intern's overall work performance.

Were your expectations of the intern met? If not, please describe.

Was the intern as punctual, dependable and responsible as you would expect a regular employee to be?

What was the most valuable aspect of having this intern work for you?

Please suggest a letter grade, which reflects the overall quality of this intern's performance.

Would you be willing to take another student intern from CU-Boulder?

Can you recommend any organizations or individuals that might be interested in sponsoring an intern in the future? Please list name of organization, address, telephone/email, and contact person.

Do you have any suggestions or comments for the Internship Program, or feelings that this form does not adequately address?

Please attach additional information if necessary.