

FINAL EMPLOYER EVALUATION OF INTERNSHIP

Oglethorpe University values the learning experience created by providing students with feedback from site supervisors. Faculty supervisors use site evaluations to determine student academic credit. Your feedback also assists the internship program in the placement and supervision of future interns. Please provide an objective assessment of your intern. Thank you.

Intern Name: _____ Semester/Session: _____

Employer: _____

Attendance:

- Regular
- Irregular

Punctuality:

- Regular
- Irregular

Instructions: On a scale of 1-5, 1 being poor and 5 being exceptional, please evaluate the intern on the following characteristics.

	Poor		Average		Exceptional
Works well with others	1	2	3	4	5
Attitude and interest in internship	1	2	3	4	5
Ability to use good judgment	1	2	3	4	5
Completes projects as assigned	1	2	3	4	5
Ability to learn quickly	1	2	3	4	5
Quality of completed work	1	2	3	4	5

What do you perceive to be this student's greatest strengths?

In what area(s) does the student need to improve?

Was the student offered a permanent position? Yes No Was it accepted? Yes No

Overall Performance:

- Outstanding
- Very Good
- Average
- Marginal
- Unsatisfactory

Additional Remarks: (Please use the back of this page or additional pages if necessary)

This report has been discussed with the student Yes No
 Would you recommend this student to a colleague? Yes No

Evaluator: _____ Title: _____

Please return this form to Lisa Littlefield, Director of Career Services, Oglethorpe University 4484 Peachtree Road, NE, Atlanta, GA, 30319. Fax: (404) 504-3449