

# Supervisor's Intern Evaluation | Berea College Office of Internships

## Default Question Block

Internship Site Supervisor,

Thank you for providing a quality internship opportunity for a Berea College student. We hope it was a mutually beneficial experience. As the internship draws to an end, we ask that you consider the student's performance during the internship and complete the following evaluation. It will be used by the student for his/her career development and by faculty sponsors as part of the student's grade. Please discuss your evaluation with the student before his/her last day, if possible.

Berea College Internship Program  
859.985.3656  
internships@berea.edu

### Instructions & Basic Information:

Internship Site/Organization:

Student Last Name:

Student First Name:

### Completed By:

Supervisor's Name:

Supervisor's Title:

**Team Skills:**

Works cooperatively and collaboratively; takes on leadership role or direction as appropriate; respects others' contributions; is productive in a team setting

- Exceeds Expectations
- Meets Expectations
- Below Expectations
- Not Applicable

**Comments on Team Skills (Optional):****Creative Thinking & Decision Making**

Able to identify and understand problems; brainstorm ideas and propose solutions; make timely and practical decisions

- Exceeds Expectations
- Meets Expectations
- Below Expectations
- Not Applicable

**Comments on Creative Thinking & Decision Making (Optional):****Communication Skills:**

Effectively communicates verbally and in writing; actively listens to others; participates in meetings or group settings



- Exceeds Expectations
- Meets Expectations
- Below Expectations
- Not Applicable

Comments on Communication Skills (Optional):

**Initiative:**

Self-motivated, able to take independent action and manage time as appropriate

- Exceeds Expectations
- Meets Expectations
- Below Expectations
- Not Applicable

Comments on Initiative (Optional):

**Professionalism:**

Exhibits professional behavior and attitude; dress and appearance are appropriate for the organization and work; dependably reports to work as scheduled

- Exceeds Expectations
- Meets Expectations
- Below Expectations
- Not Applicable

**Comments on Professionalism (Optional):****Work Ethic:**

Exhibits strong work ethic and brings a sense of honesty and integrity to the job

- Exceeds Expectations
- Meets Expectations
- Below Expectations
- Not Applicable

**Comments on Work Ethic (Optional):****Flexibility & Adaptability:**

Able to adapt easily to changing circumstances

- Exceeds Expectations
- Meets Expectations
- Below Expectations
- Not Applicable

**Comments on Flexibility & Adaptability (Optional):**

Please comment on the student's performance in any industry-specific skills not mentioned previously:

Please identify student contributions to your organization:

Would you hire or recommend this intern for a permanent position (hypothetically) based on their overall performance?

- Yes
- No

Overall Rating:

- Exceeds Expectations
- Meets Expectations
- Below Expectations

Additional Comments (Optional):

If you would like to speak confidentially with the Director of Internships, Esther Livingston, please call her direct line at 859.985.3065.

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