

**Department of Family and Consumer Sciences  
Sam Houston State University  
Performance Appraisal of Student Intern**

Directions: Rate the student intern on the following criteria using the rating scale below:

5 = Exceptional    4 = Above Average    3 = Good    2 = Fair    1 = Poor    NA = Not Able to Assess

**Personal Characteristics:**

- |                                       |                                  |
|---------------------------------------|----------------------------------|
| _____ Attendance/punctuality          | _____ Assertiveness              |
| _____ Communication/listening ability | _____ Creativity/problem solving |
| _____ Decision-making                 | _____ Enthusiasm                 |
| _____ Flexibility                     | _____ Initiative                 |
| _____ Integrity/honesty               | _____ Leadership                 |
| _____ Maturity                        | _____ Reliability                |

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Professional Characteristics:**

- |  |   |
|--|---|
| _____ Ability to accept criticism        | _____ Ability to assist customers/clients |
| _____ Ability to learn new tasks quickly | _____ Ability to work under pressure      |
| _____ Accuracy in performing tasks       | _____ Adherence to company policies       |
| _____ Attention to detail                | _____ Knowledge of systems & procedures   |
| _____ Quality of work                    | _____ Quantity of work                    |
| _____ Product knowledge                  | _____ Professional grooming               |

Comments: \_\_\_\_\_  
\_\_\_\_\_

5 = Exceptional    4 = Above Average    3 = Good    2 = Fair    1 = Poor    NA = Not Able to Assess

**Interpersonal Skills:**

\_\_\_\_\_ Courteousness

\_\_\_\_\_ Friendliness

\_\_\_\_\_ Relationship/cooperativeness with supervisor

\_\_\_\_\_ Relationship/cooperativeness with co-workers

\_\_\_\_\_ Relationship/cooperativeness with customers/clients

\_\_\_\_\_ Tactfulness

\_\_\_\_\_ Voice, poise, dignity

Comments:

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How would you rate the overall performance of the student intern? \_\_\_\_\_

5 = Exceptional    4 = Above Average    3 = Good    2 = Fair    1 = Poor

In which areas did the student intern demonstrate major strengths in work performance?

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In which areas did the student intern demonstrate a need for improvement?

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Would you recommend hiring this student intern if a suitable, entry-level opening existed within your business?

\_\_\_\_\_ Yes    \_\_\_\_\_ No

**Evaluation Conference**

Directions: Complete the evaluation form and discuss its contents with the student intern. Specifically discuss the steps you and the student intern will take to improve job performance and list them below:

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\_\_\_\_\_  
Signature of Business Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student Intern

\_\_\_\_\_  
Date

Upon completion of the evaluation conference, please return this form to:

**Internship Coordinator  
Department of Family and Consumer Sciences  
P. O. Box 2177  
Sam Houston State University  
Huntsville, TX 77341  
FAX (936)294-4204**

The internship coordinator may send this form ahead of the scheduled visit with the business supervisor. In that case, the form need not be mailed, but will be collected at the time of the scheduled visit.