

FORM E

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

Student Name: _____

Date: _____

Directions: Rate the student intern on the following criteria using the rating scale below:
(Additional information about this form is found on page 20 of the *Internship Handbook*.)

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

Personal Characteristics:

- | | |
|---------------------------------------|-----------------------------------|
| _____ Attendance/punctuality | _____ Assertiveness |
| _____ Communication/listening ability | _____ Ability to accept criticism |
| _____ Decision-making | _____ Enthusiasm |
| _____ Flexibility | _____ Initiative |
| _____ Integrity/honesty | _____ Reliability |
| _____ Maturity/Attitude | _____ Professional grooming |
| _____ Voice, poise, dignity | _____ Friendliness |

Comments: _____

Professional Characteristics:

- | | |
|------------------------------------------|-------------------------------------------|
| _____ Creativity/problem solving | _____ 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 | _____ Product knowledge |
| _____ Quantity of work | _____ Self starter on task |

Comments: _____

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

Interpersonal Skills:

- _____ Courteousness
- _____ Relationship/cooperativeness with supervisor
- _____ Relationship/cooperativeness with co-workers
- _____ Relationship/cooperativeness with customers/clients
- _____ Tactfulness

Comments:

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?

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

Would you recommend hiring this student intern if an opening existed within your business?

_____ Yes _____ No

Reason: _____

Evaluation Conference

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

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.