**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.