

INDUSTRIAL STUDIES INTERNSHIP FINAL EVALUATION

AREAS OF EVALUATION (CRITERIA)	Excellent (A)	Above Average (B)	Average (C)	Below Average (D)	Poor (F)
1. ATTENDANCE & PUNCTUALITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Perfect attendance, often arrives to work early, but always is on time; communicates schedule changes to supervisor when appropriate; balances work and schools schedule effectively; highly dependable	Exhibits some A and C behaviors	Missed some work days, most excusable; occasionally shows up late on few occasions; communication on schedule to supervision needs improvement; school schedule creates noticeable conflicts with work schedule	Exhibits some C and F behaviors	Misses an extensive amount of work for inexcusable reasons; often arrives to work late; schedule is not communicated to supervisor
2. JOB PREPARATION & UTILITY OF WORK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Works to gain clear understanding of role task/expectations from supervision before work starts; often exceeds expectations performing job responsibilities; shows initiative to promote/implement new ideas; produces high quality of work; meets agreed upon deadlines, often finishing ahead of schedule; efficiently uses time and resources to get things done	Exhibits some A and C behaviors	Meets expectations on job tasks; sometime misses deadlines, but often for excusable causes; produces average quality of work	Exhibits some C and F behaviors	Do not meet expectations; cannot be trust to perform job tasks without constant supervision; often misses deadlines; produces a low quality of work; wastes time and resources
3. ABILITY TO LEARN ON THE JOB & WORK ATTITUDE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Works with high degree of confidence; learns tasks quickly; approaches work challenges with a positive, can-do attitude; takes initiative to seek needed training without guidance; often contributes new ideas	Exhibits some A and C behaviors	Learns task with extra coaching/monitoring; response to training slowly; maintains a positive attitude through most challenges; hesitant to take risks and try new tasks	Exhibits some C and F behaviors	Does not respond to training; shows little interest to learn; rebels against certain job tasks, constantly questions authority with little tact
4. ABILITY TO WORK INDEPENDENTLY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Self-sufficient; works independently while using supervision effectively for check-ins and guidance; needs little or no monitoring to keep performance on schedule; exhibits initiative to improve without coaching; performs necessary job task with little direction	Exhibits some A and C behaviors	Often needs extra guidance to perform tasks effectively; some monitoring to keep performance on schedule; performs tasks only when directed; does only what is necessary to get the job done right	Exhibits some C and F behaviors	Cannot be trusted to work alone; needs constant supervision to keep on schedule; shows no initiative to perform
5. SAFETY CONSCIOUSNESS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Promotes the use of safe practices to others; always uses appropriate PPE to perform job tasks; always follows safety standards/guidelines; asks questions when unclear about safety policies/procedures before performing job tasks; exhibits a proactive attitude towards safety	Exhibits some A and C behaviors	Uses PPE for most job tasks; follows safety guidelines and procedures when asked or reminded; exhibits a compliance attitude towards safety	Exhibits some C and F behaviors	Needs constant reminders to use proper PPE; often does not follow safety guidelines/procedures exhibits an attitude that safety is a burden
6. COMMUNICATION SKILLS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Speaks, writes, and comprehends technical ideas clearly and professionally; chooses the appropriate communication vehicle given the situation (for example, face-to-face, e-mail, voice mail); communicates effectively within a team environment; encourages, accepts and considers feedback from others; shares information and viewpoints openly and directly; involves the right people to obtain needed information	Exhibits some A and C behaviors	Written and/or verbal skills inhibits performance; hesitates to contribute ideas within teams; often only communicates when questioned; uses written communication to avoid face-to-face communication; provides limited feedback to others	Exhibits some C and F behaviors	Blatantly avoids communication; puts forth little effort to communicate with others; rejects feedback for others; misuses written communication tools (email); avoid face-to-face communication
7. PERSONAL RELATIONSHIP & HUMAN RELATION SKILLS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Often facilitates effective interaction and contribution of team members; welcomes and acknowledges others ideas and input.; tailors behavior/ communication approaches to fit different team members; contributes productively to group outcomes; works with others to reach agreement; leaves a positive impression with others	Exhibits some A and C behaviors	Contributes to team interaction in a limited fashion; works with others to the level the job requires; sometimes avoids situations that may produce conflict and/or sometimes ineffective with others that have different personalities or viewpoints; leaves a reserved impression with others	Exhibits some C and F behaviors	Avoids working with others when possible; contributes little to team interaction and outcomes; not willing to consider differing points of view; leaves a negative impression with others
8. PERSONAL APPEARANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Exhibits a very professional image. Follows company guidelines on dress code.	Exhibits some A and C behaviors	Follows company guidelines on dress code occasionally; sometimes needs reminders to comply.	Exhibits some C and F behaviors	Exhibits an unprofessional image; ignores dress code.

OVERALL FINAL EVALUATION RATING FOR THE INTERSHIP	Excellent (A)	Above Average (B)	Average (C)	Below Average (D)	Poor (F)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ADDITIONAL STATEMENT: Please write (print or type) a description of the qualifications and abilities of the intern which have not been covered in the foregoing scales.

1. DID THE INTERN ACHIEVE THE RESULTS OUTLINED AT THE BEGINNING OF THE INTERNSHIP? LIST SPECIFIC ACHIEVEMENTS.

2. WHERE DOES THE INTERN NEED IMPROVEMENT?

3. WOULD YOU HIRE THIS INDIVIDUAL FOR A FULL TIME POSITION WITHIN YOUR ORGANIZATION? BRIEFLY EXPLAIN WHY OR WHY NOT?

The content of this report should be discussed with the intern.

The employer representative should send this form to

Industrial Internship Coordinator
 Department of Industrial Studies
 University of Wisconsin-Platteville
 1 University Plaza
 Platteville, WI 53818-3099
 Fax: 608-342-1254

The Family Educational Rights and Privacy Act of 1974 opens many student records for the student's inspection. The law also permits the student to sign a waiver relinquishing the rights to inspect a supervisor's evaluation. The applicant's signature below constitutes a waiver; no signature means the student will have the right to read this evaluation.

DATE _____ STUDENTS SIGNATURE _____

SUPERVISOR'S NAME: _____

SUPERVISOR'S SIGNATURE: _____

INTERN'S NAME: _____

INTERN'S SIGNATURE: _____

DATE OF EVALUATION: _____