



### Student Intern/Coop Evaluation

Intern Name: \_\_\_\_\_

Semester:      Fall \_\_\_\_\_                  Spring \_\_\_\_\_                  Summer \_\_\_\_\_                  201 \_\_\_\_\_

Business Name \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Business Phone # \_\_\_\_\_

Please rate the student intern on each of the following categories.

Ratings	4	3	2	1	No basis for Judgment
Professional Qualities	Exceptional	Above Average	Average	Below Average	
Establishes rapport with supervisor					
Establishes rapport with staff					
Establishes rapport with clients					
Communicates well					
Seeks new knowledge					
Shows initiative					
Manages time well					
Produces accurate reports/records					
Demonstrates adequate knowledge					

Ratings	4	3	2	1	No basis for Judgment
Professional Qualities	Exceptional	Above Average	Average	Below Average	
Is punctual					
Is dependable					
Accepts Constructive Criticism					
Demonstrates Enthusiasm					
Dresses Professionally					

