

Greenville Chamber of Commerce Internship Program
FINAL EVALUATION

To Be Completed by Agency/Organization Site Supervisor

Agency/Organization _____

Supervisor _____ Student _____

SECTION I – Period Covered: (Time span under consideration in this evaluation.)

SECTION II – Assignments: (List student’s assignments/goals/objectives.)

SECTION III – Evaluation:

The following is a final evaluation of the student under your supervision. Examine objectively the entire experience and progress of the student and check the appropriate comment. Please note specific comments in support of your ratings in the space provided.

RELATIONS WITH OTHERS

- _____ exceptionally cooperative
- _____ good team worker
- _____ cooperates satisfactorily with others
- _____ some difficulty with others
- _____ other _____

Comments: _____

ATTITUDE (Application to Work & Profession)

- _____ outstanding in enthusiasm & seeks new experiences
- _____ very interested & industrious
- _____ average in diligence & interest
- _____ somewhat indifferent
- _____ definitely not interested
- _____ other _____

Comments: _____

ABILITY TO ORGANIZE & PLAN

- extremely efficient both in long range and day-to-day tasks
- consistent in getting tasks done, for the most part, on time
- procrastinates until last possible moment
- extremely unorganized and inefficient
- other _____

Comments: _____

JUDGMENT & DECISION MAKING

- exceptionally mature judgment
- above average judgment
- usually makes mature decisions
- below average in judgment
- consistently avoids making decisions
- other _____

Comments: _____

COMMUNICATION SKILLS (Written & Oral)

- effectively communicates ideas & opinions to others in all situations
- effectively communicates only in certain situations
- maintains average communications at all times
- somewhat lacking in written/oral communication most of the time
- poor communication skills which affect work
- other _____

Comments: _____

LEADERSHIP & SELF CONFIDENCE

- extremely confident & takes charge
- above average in leadership qualities
- performs as leader in certain situations
- below average confidence level
- avoids leadership roles & lacks self-confidence
- other _____

Comments: _____

QUALITY OF WORK

- _____ outstanding
- _____ good
- _____ average
- _____ marginal
- _____ unsatisfactory
- _____ other _____

Comments: _____

DEPENDABILITY & PUNCTUALITY

- _____ completely dependable
- _____ above average
- _____ usually dependable
- _____ sometimes neglectful or careless
- _____ totally unreliable
- _____ other _____

Comments: _____

SECTION IV – Recommendation Regarding Performance: In your best judgment, based on the degree to which the student met the expectations described, do you consider her/his work to be:

Please circle: Outstanding Good Average Marginal Unsatisfactory

If an opening in my organization opened up, I would recommend this student to be hired. Yes No

This evaluation has been discussed with me in conference and I agree that it is an accurate assessment of my performance. Student's initials: _____

This evaluation has been discussed with me in conference and its contents *do not* represent my performance. Student's initials: _____

Student Signature

Date

Agency/Organization Site Supervisor Signature

Date

Please return to:
Office of Career Services
Greenville College, 315 E College Ave., Greenville, IL 62246-0159
Office: 618.664.6655 or kelli.pryor@greenville.edu
Fax: 618.664.9578