



Employer's Evaluation of Internship Student

University of Houston – Clear Lake
School of Business, Management Information Systems,
SSCB 3202, 2700 Bay Area Boulevard
Houston, TX 77058

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Student:

Semester: Fall Spring Summer Year:

Major: Level: Jr. Sr. Grad

Employer: Location:

Instructions

Employer: The internship student's supervisor should complete this form and discuss it with the student near the end of each work term. Attach extra sheets if desired.

Frequent counseling between the student and supervisor during the course of the work term is encouraged to enhance communication regarding the student's performance and facilitate the student development.

Student: It is the student's responsibility to ensure that the completed evaluation is returned to Dr. Naveed Saleem.

Skill	Exceeds Standards	Meets Standards	Needs Some Improvement	Needs Much Improvement
1. Possesses necessary technical knowledge and skill				
2. Adapts to changing work assignments & situations				
3. Able to cooperate and work with other people				

Comments:

Performance	Exceeds Standards	Meets Standards	Needs Some Improvement	Needs Much Improvement
4. Listens and carries out instructions				
5. Works effectively without close supervision				
6. Meets deadlines and schedules				
7. Produces acceptable quality of work				

Comments:

Judgement	Exceeds Standards	Meets Standards	Needs Some Improvement	Needs Much Improvement
8. Demonstrates ability to make decisions and seeks appropriate help				
9. Shows problem-solving ability				

Comments:

Attitude	Exceeds Standards	Meets Standards	Needs Some Improvement	Needs Much Improvement
10. Accepts responsibility and is a self-starter				
11. Exhibits interest and enthusiasm about job				
12. Maintains appropriate dress and grooming habits				
13. Maintains a good attendance record				
14. Adheres to organizational regulations				

Comments:

Additional comments about performance and/or area for improvement

Overall Evaluation of Student's Performance

Rating	Description
Exceptional	Student exceeded all expectations.
Very Good	Student performed as well as, or better than expected.
Average	Student performed satisfactorily, though some improvement is needed in one or more areas.
Below Average	Student requires improvement in one or more key areas.
Marginal	Student requires substantial improvement in one or more key areas.

Evaluation has been discussed with student?	Yes	No	
Supervisor's Name (print):			Phone:
Supervisor's Signature:			Date: