

CIS Internship Program - EMPLOYER'S FINAL EVALUATION

Student: _____

Date: _____

Evaluator's Signature: _____

Characteristic	Employer Rating	Excellent (A: 9-10 pts.)	Above Average (B: 8 pts.)	Average (C: 7 pts.)	Below Average (D: 6 pts.)	Unsatisfactory (F: 0-5 pts.)
Interest		Enthusiastic. Continuously seeking new information. Likes trying something new.	Frequently asks questions beyond general problems. Frequently asks to do new jobs.	Asks general questions. Will try anything he/she is told to do.	Seldom asks questions. Is reluctant to try something new.	Works only for pay. Never asks questions. Never wants to try anything new.
Attendance		Accepts overtime willingly.	Prompt and regular in attendance.	Usually present and on time.	Lax in attendance and/or reporting for work on time. Sometimes leaves early.	Often late for work and/or absent without prior notice and valid excuse, and/or leaves early without notice.
Human Relations		Enjoyable to work with and to be around. Gets along well with everyone.	Easy to work with. Even-tempered.	Can work with most people with no problems. Seldom gets upset.	Has some problems working with others. Gets upset fairly easily.	Very hard to work with. Cannot get along with most of the people he/she works with.
Industry		Always tries to do best job possible. Is continually trying to determine how to improve work.	Does good work. Accepts constructive criticism willingly.	Work seldom has to be redone.	Work often has to be redone; becomes defensive when constructive criticism is given.	Does a job any way to get it completed. Does as little as possible.
Reliability		Requires minimum supervision. Keeps good records; reports problems as soon as possible.	Requires very little supervision.	Takes care of routine jobs on own and on time.	Needs frequent reminding of tasks that should be done. Requires close supervision.	Requires constant supervision. Seldom reports problems.
Care of facilities/equipment		Treats facilities as if his/her own. Concerned about their condition and improvement.	Is conscientious about facilities and uses good maintenance practices.	Tries to maintain facilities in present condition.	Has a tendency to abuse facilities.	Has little or no respect for facilities and shows little regard for their condition.
Quantity of work		Superior work output and productions.	Does more than is expected or required.	Volume of work is satisfactory. Wastes very little time.	Does just enough to get by.	Does not do enough to hold a position of this type.
Technical knowledge		Has excellent mastery of all phases.	Understands all phases.	Understands most phases.	Lacks understanding of several phases.	Poorly informed about most phases.
Communication		Can conduct a good discussion with anyone. Can use written communication well.	Can convey ideas to most people.	Can generally get ideas & thoughts across. Asks good questions to obtain needed information.	Seldom discusses ideas or problems. Has some trouble conveying ideas.	Reluctant to discuss topics. Cannot convey ideas.
Progress		Exceptional progress.	Has advanced beyond expectations.	Has progressed at level expected.	Has progressed only slightly.	Has made little or no progress.

I have reviewed this evaluation with my training supervisor and college coordinator and understand the evaluation.

Student's signature: _____