# BUSINESS PARTNER

# INTERN EVALUATION

*(Keep on file for state audit)*

Student Intern Date

Business Partner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester [ ]  Spring [ ]  Summer [ ]  Fall

Brief Description of Intern’s Experiences

**Note to Business Partner:** This evaluation will be used by the Intern Supervisor to help determine the Intern’s grade and credit. You may choose to share this evaluation with the student intern before giving it to the Intern Supervisor.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Personal Qualities** | **Excellent****“A”** | **Above Average****“B”** | **Average****“C”** | **Below Average****“D”** | **Poor****“F”** |
| **Work habits and Task Performance** |  |  |  |  |  |
| Is punctual and dependable |  |  |  |  |  |
| Completes assigned tasks |  |  |  |  |  |
| Manages time and energy well |  |  |  |  |  |
| Understands and follows instructions |  |  |  |  |  |
| Demonstrates specific skills necessary (writing, observing, asking questions) |  |  |  |  |  |
| Other skills (Please specify) \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_ |  |  |  |  |  |
| **Attitudes** |  |  |  |  |  |
| Demonstrates active desire to learn |  |  |  |  |  |
| Has open mind, does not rush to judgment |  |  |  |  |  |
| Accepts and makes positive use of criticism |  |  |  |  |  |
| Is inquisitive |  |  |  |  |  |
| Is cooperative, flexible and adaptable |  |  |  |  |  |
| **Interpersonal Skills** |  |  |  |  |  |
| Is accepted well by other employees |  |  |  |  |  |
| Adjusts to a variety of new circumstances, expectations and people |  |  |  |  |  |
| Is a good listener |  |  |  |  |  |
| Copes well with unexpected problems |  |  |  |  |  |

Comments: These may include strengths, weaknesses, and new skills learned by the intern. Continue on back if necessary.

Business Partner\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

**INTERN SUPERVISOR**

Final grade:

Notes:

Intern Supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date