

EMPLOYER FINAL APPRAISAL

Name of Intern Student: _____

Intern Employer: _____

PURPOSE:

The Intern program at Western Carolina University extends the student's education beyond the limitations of classroom teaching and curriculum by providing a structured sequence of progressively more challenging lessons learned on assignments in direct association with senior members of their profession. The person who supervises the student on his/her internship assignment has the serious responsibility of reporting to the individual his/her performance level, limitations, potential and developmental needs. The employer thus cooperates with the faculty advisor in planning the student's program and providing counsel in connection with his/her professional career objectives. This communication is essential for the development of individual talent and the continual upgrading of performance. The employer final appraisal form and the student's mid-term report and daily log will be used by his/her faculty advisor to evaluate the intern student for academic credit.

APPRAISAL:

This form should be completed by the individual in the best position to evaluate the intern's performance. The evaluation consists of two basic parts:

PERFORMANCE RECORD & WORKPLACE HABITS:

In this section emphasis should be placed on the student's actual work record and performance. He/she should be rated against students of comparable academic level or against other personnel assigned the same or similarly classified jobs. The student's potential should not play a part in the evaluation of his/her performance.

PROFESSIONAL DEVELOPMENT:

In this section emphasis should be placed on the student's relative strengths and weaknesses as they affect his/her overall professional development. The evaluation of his/her present performance (Part I) only indicates how well he/she is doing on his/her present job. By considering the student's strong points and his/her limitations, guidance can be provided to enhance his/her achieving maximum professional potential.

Appraisals should be made only on those sections where the supervisor feels reasonably competent to judge the individual accurately. The evaluator is encouraged to qualify his/her evaluations in areas where further information would be helpful by utilizing the spaces provided for comments.

PERFORMANE RECORD

Profile Values: 1 = Outstanding
2 = Very Satisfactory
3 = Satisfactory
4 = Barely Satisfactory
5 = Unsatisfactory

CATEGORY	PROFILE VALUE	COMMENTS, EXAMPLES, OBSERVATIONS
1. Volume of work produced		
2. Quality of work produced		
3. Analytical ability		
4. Sensitivity to problems, ability to resolve		
5. Accuracy and thoroughness		
6. Ability to work under pressure		
7. Effectiveness in oral communication		
8. Effectiveness in written communication		
9. Original and creative thinking		
10. Ability to learn		
11. Other (Please specify)		

WORKPLACE HABITS

Check column that best describes the student's individual work habits. Please evaluate each characteristic individually.

ATTENDANCE: _____ Regular
 _____ Irregular

PUNCTUALITY: _____ Regular
 _____ Irregular

CATEGORY	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	COMMENTS, EXAMPLES, AND/OR OBSERVATIONS
1. Effective in preparing & organizing his/her work				
2. Takes the initiative, a self-starter				
3. Has ability to adjust to non-routine assignments				
4. Keeps constructively busy & mentally alert				
5. Has healthy attitude towards company objectives & policies				
6. Is cooperative in working relationships with others				
7. Exhibits diligence & perseverance				
8. Performs tasks with industry & drive				
9. Demonstrates a willingness to accept responsibility				
10. Other (Please Specify)				

How would you rate this student's overall performance?

___ Outstanding ___ Very Satisfactory ___ Satisfactory ___ Barely Satisfactory ___ Unsatisfactory

PROFESSIONAL DEVELOPMENT

What are your perceptions of this student's strengths?

What are your perceptions of this student's weaknesses?

Regarding Professional Growth & Development, is this student making satisfactory progress at this stage? What suggestions do you offer?

This report has been discussed with the student: _____ Yes _____ No

The Intern Education Staff has permission to discuss this report with the student: ____Yes ____ No

Evaluator (Direct Supervisor)

Personnel Office or Manager

Title

Date

Student's Signature (indicates ONLY that student has seen evaluation report)