*Insert Logo here*

HIRE

INTERN EVALUATION

Business and Information Technology

For month of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Intern: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship start date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hours per week \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Goals of Internship:

* Demonstrate competency in performance of skills, as related to training
* Gain exposure to organizational structure
* Develop effective communication techniques
* Demonstrate work ethic and reliability

Please evaluate **personal qualities** of the intern as observed during the internship. Select **one** evaluation level for each area by marking an “X” under the level that represents the intern’s performance.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Skills** | **Needs Improvement** | **Satisfactory** | **Excellent** | **Not Applicable** |
| Ability to adapt to a variety of tasks |  |  |  |  |
| Demonstrate professional interpersonal skills |  |  |  |  |
| Persistence in completing tasks |  |  |  |  |
| Reliability and dependability |  |  |  |  |
| Enthusiasm for the experience |  |  |  |  |
| Attention to accuracy and detail |  |  |  |  |
| Willingness to ask for and use guidance |  |  |  |  |
| Ability to cope in stressful situations |  |  |  |  |
| Interacts positively with internal and external customers |  |  |  |  |

**Demonstrates abilities related to Business and Information Technology. Select one evaluation level for each.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Skills** | **Needs Improvement** | **Satisfactory** | **Excellent** | **Not Applicable** |
| Project appropriate business image |  |  |  |  |
| Maintain security and confidentiality |  |  |  |  |
| Compose and edit correspondence |  |  |  |  |
| Demonstrate proper phone techniques |  |  |  |  |
| Demonstrate computer knowledge and skills: | | | | |
| * Microsoft Word |  |  |  |  |
| * Excel |  |  |  |  |
| * Access |  |  |  |  |
| * Powerpoint |  |  |  |  |
| * Publisher |  |  |  |  |
| * Email |  |  |  |  |
| * Internet research |  |  |  |  |
| * Computerized Accounting |  |  |  |  |
| * Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |
| Utilize alpha-numeric and/or electronic filing system |  |  |  |  |
| Demonstrate knowledge and skills in accounting |  |  |  |  |
| Ability to utilize a variety of office machines |  |  |  |  |

Additional comments:

Signature of Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| HIRE Employment Specialist  Moore Norman Technology Center  Fax: 405-217-8265  E-Mail: Laura.Thompson@mntc.edu |  |

Send completed evaluations to: