*Insert Logo here*

HIRE

INTERN EVALUATION

Auto Collision 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 |  |  |  |  |
| Follow supervisors' instructions as to which parts to restore or replace and how much time the job should take |  |  |  |  |
| Review damage reports, prepare or review repair cost estimates, and plan work to be performed |  |  |  |  |
| Sand body areas to be painted and cover bumpers, windows, and trim with masking tape or paper to protect them from the paint |  |  |  |  |
| Fit and weld replacement parts into place, using wrenches and welding equipment, and grind down welds to smooth them, using power grinders and other tools |  |  |  |  |
| Prime and paint repaired surfaces, using paint spray guns and motorized sanders |  |  |  |  |
| Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. |  |  |  |  |
| Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions. |  |  |  |  |
| Paint surfaces or equipment |  |  |  |  |
| Replace vehicle glass |  |  |  |  |
| Cut materials according to specifications or needs |  |  |  |  |
| Inspect completed work to ensure proper functioning |  |  |  |  |
| Confer with customers or users to assess problems |  |  |  |  |

Additional comments:

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

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

Send completed evaluations to: