

Supervisor's Assessment of Intern
 Loyola University, College of Business

Internship Company: _____

Student Name: _____

Completion of this assessment is required as part of the student's internship. **Please fill out and return by fax, email, or mail to: Dr. Kathy Barnett, (504) 864-7970, KBarnett@loyno.edu, or Loyola University 6363 St. Charles Ave, Box 15, New Orleans, LA, 70118.** Please note: Students are not allowed to turn in this form by hand. We encourage you to discuss this evaluation with the student before submitting it.

Please rate the student in each category and item based on how well they perform the stated action.

	Poor 1	Fair 2	Average 3	Good 4	Excellent 5	N/A -----
A. Ability and Willingness to Learn						
1. Observes and pays attention to others						
2. Asks pertinent and purposeful questions						
3. Seeks out and utilizes appropriate resources						
4. Accepts accountability and learns from mistakes						
5. Shows initiative and is open to new experiences						

B. Business Etiquette and Basic Work Habits						
1. Reports to work as scheduled and on-time						
2. Is prompt in showing up to scheduled meetings						
3. Exhibits a positive and constructive attitude						
4. Dresses appropriately for the organization						
5. Employs good time management skills						

C. Critical Thinking and Problem-Solving						
1. Seeks to comprehend issues in broad context						
2. Breaks down complex tasks to manageable pieces						
3. Develops new ideas by brainstorming options						
4. Respects input and ideas from other people						
5. Demonstrates capacity for analytical thinking						

D. Dependability and Character Attributes						
1. Brings a sense of integrity and values to the job						
2. Seeks to serve others even if an inconvenience						
3. Respects the privacy of others while at work						
4. Behaves in an ethical manner in all conduct						
5. Respects the diversity (all kinds) of others at work						

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E. Effective Written and Oral Communication Skills						
1. Communicates clearly and concisely in writing						
2. Demonstrates effective proof-reading or editing						
3. Comprehends and follows verbal instructions						
4. Listens to others actively and attentively						
5. Participates effectively in group meetings						

F. Professional and Career Development Skills						
1. Understands their own strengths and weaknesses						
2. Exhibits a self-motivated approach to work						
3. Demonstrates ability to set priorities and goals						
4. Exhibits professional behavior and attitude						
5. Shows interest in determining career direction						

G. Organizational Knowledge and Skills						
1. Understands your organization's mission and goals						
2. Works within expectations of your organization						
3. Respects confidentiality of organizational inform.						
4. Works within proper decision-making channels						
5. Interacts appropriately with you as supervisor						

H. Interpersonal and Teamwork Skills						
1. Relates to co-workers easily and effectively						
2. Manages and resolves conflict productively						
3. Supports and contributes to a team atmosphere						
4. Controls emotions appropriately for workplace						
5. Demonstrates appropriate level of assertiveness						

Would you supervise this intern again? **Yes / No**
 What was this intern's overall performance level?

Would your company hire this intern? **Yes / No**
Poor Fair Average Good Excellent

What are this intern's key areas for improvement? _____

Supervisor's signature: _____

Date: _____