

Student Intern Performance Evaluation

Daemen University Internship Experience

Student _____

Site Evaluator _____

Career Advisor _____

Semester and Year _____

Please evaluate your student intern according to their performance **as a student intern**. Enter the points awarded for each item in the column. We encourage you to discuss the evaluation with the student. After you both have signed, please email/fax a completed copy to careerservices@daemen.edu or 716-333-0510. This performance evaluation is worth **25% of the student's course grade**.

Performance Evaluation	Poor = 1	Fair = 2	Good = 3	Very Good = 4	Excellent = 5	Points Awarded
Attendance: <i>Punctual, reliable, dependable</i>						
Productivity: <i>Efficient, consistent, effective</i>						
Quality of Work: <i>Accurate, thorough</i>						
Attitude: <i>Enthusiastic, cooperative, positive</i>						
Ability to Learn: <i>Understands new concepts</i>						
Communication Skills: <i>Written, verbal and social expression</i>						
Professionalism: <i>Suitable attire, behavior & verbal expression</i>						
Teamwork: <i>Works well with others, collaborative</i>						
Problem Solving: <i>Analytical, able to make decisions</i>						
Organization: <i>Prepared, can follow instructions</i>						

Total Points: _____

Student Intern Performance Evaluation

Daemen University Internship Experience

Evaluator's Comments:

How could Daemen University Career Services better prepare the student for this internship?

I acknowledge that the student completed _____ hours for college credit.

Evaluator's Signature: _____

Date: _____

Evaluator's Email: _____

Student's Signature: _____

Date: _____