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are handled accordingly.***

Queens College Internship Evaluation

This evaluation form is provided to help you assess your student intern from Queens College. The evaluation should be a reflection of the outcome of the student's semester-long performance. To maximize the value of the evaluation process, it should be completed after the supervisor had a chance to go over it with the student.

Thank you for providing this learning experience to our students.



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Queens College Office of Career Development & Internships
Student Internship Evaluation

Name of Student _____

Semester of Internship Fall Spring Summer Year _____

Organization/Employer _____

Address _____

Supervisor's Phone _____ E-mail _____

Briefly describe the student's internship; give examples of assignments, including special procedures and equipment used.

We would appreciate your opinion of the student's performance by **circling a rating** in each of the areas listed below, as appropriate. Please feel free to make additional comments.

I. Ability to learn: Readily absorbs, remembers, and applies new information and procedures.

1 very poor **2** poor **3** fair **4** average **5** good **6** very good **7** excellent

Comments _____

II. Organization: Organizes work well, is systematic in approach, and plans efficiently.

1 **2** **3** **4** **5** **6** **7**

Comments _____

III. Use of Resources: Utilizes available resources to achieve objectives; seeks out new information and help needed.

1 **2** **3** **4** **5** **6** **7**

Comments _____

IV. Creativity: Sees unique aspects of situations, devises alternatives.

1 **2** **3** **4** **5** **6** **7**

Comments _____

V. Adjustments to situations: Readily orients to new challenges; responds quickly to situational demands.

1 **2** **3** **4** **5** **6** **7**

Comments _____

VI. Task Completion: Carries through on projects; completes assignments on time.

1 2 3 4 5 6 7

Comments _____

VII. Productivity: Exceeds expected output.

1 2 3 4 5 6 7

Comments _____

VIII. Personal Relations: Works well with diverse groups; is accepting and accepted.

1 2 3 4 5 6 7

Comments _____

IX. Attitude about work: Shows interest, takes initiative, is punctual and professional in manner.

1 2 3 4 5 6 7

Comments _____

What skills did the student have that proved to be most valuable to you? _____

What skills did the student lack that would have been valuable to you? _____

Would you hire this student? Definitely yes Probably yes Probably not Definitely not

Additional comments _____

Rated by _____ Date _____

Title _____ Department _____

