Alternative Intern Evaluation

Student: ___________________________ Internship Dates: __________________

Supervisor: ___________________________ Date: __________________

B. Performance Assessment

Directions: Club Supervisor – Evaluate the student in each of the areas listed using the following scale. Omit any areas which you feel do not apply to this specific field setting. Discuss the evaluation with the student one week before the completion of the internship.

<table>
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<tr>
<th>Evaluation Scale:</th>
<th>E = Excellent</th>
<th>Avg = Average</th>
<th>NI = Needs Improvement</th>
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</table>

Please Circle One

1. How well was the intern prepared for this job?
2. What characteristics did you like most about the intern?
3. Did the intern apply good judgment and have a technical competence for the assigned tasks?
4. How would you rate the intern’s sense of duty or responsibility toward his/her job(s)?
5. Did the intern work quickly and thoroughly?
6. List the intern’s strengths and weaknesses of interpersonal skills and the ability to interact with others.
7. List the intern’s strengths and weaknesses of communication skills – both oral and written.
8. Assess the intern’s leadership skills; the ability to take initiative.
9. In what areas does the intern need improvement?
10. Would you recommend the intern for future employment in the club industry? Why or why not?
11. Discuss areas where the intern has made significant improvement.
12. Comments – Are there any other areas involving the internship program and/or the intern to be discussed?
Briefly discuss the strengths of the intern: ____________________________________________
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What are areas for improvement for the intern? ________________________________________
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Additional comments: _______________________________________________________________
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