

UC Denver Experiential Learning Center

Sample Employer Evaluation

Student Name: Tom Intern
Semester: Spring 2009 Internship
Pay: \$0.00
Supervisor Name: Samantha Supervisor
Employer Company: Production Company XYZ

Internship Title: Production Intern
Type: UNPAID
Career Advisor: Amy Advisor
Faculty Name: Professor Smith

WORK PERFORMANCE

Academic Knowledge: Intern has sufficient academic knowledge to contribute to the organization. Understands concepts and apply knowledge on the job.

Comments: *He was extremely versed and comfortable in his position with our company. He showed a strong understanding in the pre-production phase and coordinating with our partners in a professional and knowledgeable manner.*

Evaluation: 5 - Exceptional

Technical Skills: Intern has technical skills appropriate to the level in school and job requirements.

Comments: *His technical skills were certainly tested during his internship with Production Company XYZ. His ability to get all assignments completed under the stressful deadlines was a testament to his strengths in this field.*

Evaluation: 5 - Exceptional

Planning and Organization: Intern sets realistic goals. Organize and prioritizes assigned tasks. Able to manage multiple assignments.

Comments: *His main focus was planning and organization with our company. He organized production meetings as well as attended and dealt with multiple tasks at once. He had no problem meeting the goals he set for himself as well as the goals given to him by me. His ability to create workable schedules was both creative and efficient.*

Evaluation: 5 - Exceptional

Quality of Work: Intern completes tasks accurately and thoroughly. Work reflects neatness, attention to detail, and compliance to company standards.

Comments: *His attention to detail far surpassed what I would expect any intern to do. He worked along side me as if he had just as much invested as I did. To say he was accurate and thorough is an understatement. He had no issue meeting our company standards.*

Evaluation: 5 - Exceptional

Initiative: Intern consistently demonstrates a proactive nature. Takes appropriate action without constant direction, motivates self and knows when to seek prior approval.

Comments: *As I mentioned before he worked along side me as if it were as much his project as mine. He was productive, positive, and pleasant. He did not need much direction or motivation outside of the initial instructions. He was self-reliant and only asked for help or questions when it was necessary.*

Evaluation: 5 - Exceptional

Communication: Intern expresses verbal and written ideas effectively. Interacts well with others and resolves conflicts.

Comments: *There never were any conflicts with him, so I can not say whether he could resolve conflicts well, but I would assume so. He interacted very well with others and is all around enjoyable to work with. He was able to communicate all his ideas and suggestions effectively.*

Evaluation: 5 - Exceptional

Analysis and Judgment: Intern demonstrates the ability to analyze and discern facts. Applies skills appropriate for carrying out tasks and solving problems. Makes sound decisions.

Comments: *He had a strong ability to look at the big picture when needed as well as the at hand task on his plate. I did not have to worry when I gave him an assignment.*

Evaluation: 4 - Above Average

Professionalism: Intern exhibits self-confidence and maturity. Projects a professional appearance. Displays a willingness to learn. Accepts suggestions and constructive feedback.

Comments: *His appearance was mainly professional and met our standards. He was always trying to find out new ways to help out beyond the assignments he was given, and was very accepting of all criticism and feedback.*

Evaluation: 4 - Above Average

Accountability: Intern is punctual in attending work, meetings and appointments. Is reliable and follows through in an appropriate and dependable manner.

Comments: *I held him accountable for every task and assignment he was given and he did not let me down. He was always on time and showed up early the majority of the time. He was nothing short of completely dependable*

Evaluation: 5 - Exceptional

OVERALL EVALUATION

Overall Rating: Please provide an overall rating of your intern.

Evaluation: 5 - Exceptional

Intern excels at: *Timing, knowledge of academic study, ORGANIZATION and planning.*

Intern needs to work on: *Professional appearance.*

Additional Comments: *I am very glad I was able to work with him for his semester internship, and would welcome him full time with our company if he so wished. He is a fine asset and recognizes his abilities.*

What do you think the intern could have done differently to make the internship experience even more meaningful?

Answer: *I believe that he was able to get the most out of the internship as he could, and he certainly aimed to do so*

Will this student be hired as permanent employee? Yes

If yes, What is the job title? Production Manager

Annual Salary? TBD

Will this student be continuing on as an intern in your organization? No

If Yes, please inform: Hours per week: Hourly pay rate:

Would you like to be contacted regarding additional student interns? Yes

Which semesters are you interested in posting an internship with UC Denver Career Center in the future?
(check all that apply) Spring, Fall