

# Marshall University Lewis College of Business Internship/Co-Op Program Employer Appraisal

\_\_\_\_\_ Company: \_\_\_\_\_  
 Student's Name Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Date: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Indicate in the respective space a rating of the intern on each factor. This appraisal will be used by the Division Head to determine the intern's grade and whether the student will be given credit for the intern experience.

### DEFINITIONS OF PERFORMANCE LEVELS

- 5 **EXCELLENT.** The intern's performance is well above the normal requirements of the job. The students in this rating are consistently very high performers and continually contribute more than their share to the organization.
- 4 **GOOD.** The intern's performance is beyond the ordinary requirement for satisfactory performance on the job. This rating indicates accomplishment of all assigned tasks.
- 3 **SATISFACTORY.** The intern adequately and competently performs the requirements of the job.
- 2 **POOR.** The intern does not meet the expectations. This rating applies to those performing in a substandard manner, and improvement is needed.
- 1 **UNSATISFACTORY.** The intern's performance is totally unacceptable. Release is justified unless improvement is made within a specified period of time.
- NA **NOT APPLICABLE.** This rating applies to those factors that are not relevant to the intern's responsibilities.

	PERFORMANCE LEVEL (5-1)	COMMENTS
1. Exhibits traits such as honesty, loyalty, and trustworthiness.	_____	_____ _____ _____
2. Reports to work without tardiness or absenteeism.	_____	_____ _____ _____

WORKPLACE SKILL	PERFORMANCE LEVEL (5-1)	COMMENTS
3. Exhibits courteousness and the ability to work well with others.	_____	_____ _____ _____
4. Uses effective oral/written communication skills.	_____	_____ _____ _____
5. Demonstrates the ability to work with company policies and regulations.	_____	_____ _____ _____
6. Sets priorities and utilizes good time management skills.	_____	_____ _____ _____
7. Adapts well to changes.	_____	_____ _____ _____
8. Demonstrates initiative/self-starter attitude.	_____	_____ _____ _____
9. Follows directions, admits errors and accepts constructive criticism.	_____	_____ _____ _____
10. Meets expected volume of work.	_____	_____ _____ _____
11. Meets quality expectations.	_____	_____ _____ _____
12. Exhibits diligence and perseverance.	_____	_____ _____ _____

**WORKPLACE SKILL**

**PERFORMANCE  
LEVEL (5-1)**

**COMMENTS**

13. Requires minimum supervision.

\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is the intern's strongest qualification? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What is the intern's most noticeable area of needed improvement? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What suggestions do you have for this intern which may help him/her achieve his/her career goal? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Additional comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of internship hours completed as of this date: \_\_\_\_\_

Rated by: \_\_\_\_\_

Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Department

This report has been discussed with the intern: YES NO

# Internship Program Evaluation

## Student Evaluation of Employer

*This form must be submitted in order to receive credit for the internship.*

Name \_\_\_\_\_ Student I.D. \_\_\_\_\_  
Semester \_\_\_\_\_ Department of Internship (ex: ACC 490) \_\_\_\_\_  
Employer's Name \_\_\_\_\_ Phone \_\_\_\_\_  
Company Name \_\_\_\_\_ E-mail \_\_\_\_\_  
Company Address \_\_\_\_\_

1. **This internship provided me with knowledge of the field.**

Strongly Disagree       Somewhat Disagree       Neutral       Somewhat Agree       Strongly Agree

2. **My mentor spent adequate time with me.**

Strongly Disagree       Somewhat Disagree       Neutral       Somewhat Agree       Strongly Agree

3. **I was allowed to participate in meaningful work activities.**

Strongly Disagree       Somewhat Disagree       Neutral       Somewhat Agree       Strongly Agree

4. **The staff made me feel welcome.**

Strongly Disagree       Somewhat Disagree       Neutral       Somewhat Agree       Strongly Agree

5. **There are opportunities for further employment with this employer.**

Strongly Disagree       Somewhat Disagree       Neutral       Somewhat Agree       Strongly Agree

6. **My mentor understands that my schoolwork is my number one priority.**

Strongly Disagree       Somewhat Disagree       Neutral       Somewhat Agree       Strongly Agree

*(continued on back)*

7. **My internship did not interfere with my schoolwork.**

Strongly Disagree       Somewhat Disagree       Neutral       Somewhat Agree       Strongly Agree

8. **This internship exceeded my overall expectations.**

Strongly  
Disagree

Somewhat  
Disagree

Neutral

Somewhat  
Agree

Strongly  
Agree

Please include any additional comments you wish to make regarding your internship: