

**Augustana College**  
**Business Administration Department**  
Site Supervisor Evaluation of Intern Performance

Intern Name			
Supervisor's Name		Supervisor's Title (Position)	
Department		Company	
Telephone Number		e-mail address	
Address		City, State, ZIP	

**Quantitative performance evaluation:**

1. Was enthusiastic and positive toward job. <div style="border: 1px solid black; height: 20px; width: 95%; margin-top: 5px;"></div>	2. Understood and followed instructions <div style="border: 1px solid black; height: 20px; width: 95%; margin-top: 5px;"></div>
3. Completed tasks promptly and accurately <div style="border: 1px solid black; height: 20px; width: 95%; margin-top: 5px;"></div>	4. Learned systems and procedures quickly and accurately <div style="border: 1px solid black; height: 20px; width: 95%; margin-top: 5px;"></div>
5. Responded positively to criticism or suggestions <div style="border: 1px solid black; height: 20px; width: 95%; margin-top: 5px;"></div>	6. Conformed to company policy: dress code, working hours, etc. <div style="border: 1px solid black; height: 20px; width: 95%; margin-top: 5px;"></div>
7. Was able to recognize problems <div style="border: 1px solid black; height: 20px; width: 95%; margin-top: 5px;"></div>	8. Effectively evaluated alternatives and made sound decisions <div style="border: 1px solid black; height: 20px; width: 95%; margin-top: 5px;"></div>
9. Was flexible and able to adapt <div style="border: 1px solid black; height: 20px; width: 95%; margin-top: 5px;"></div>	10. Was innovative and resourceful in meeting objectives <div style="border: 1px solid black; height: 20px; width: 95%; margin-top: 5px;"></div>
11. Showed initiative and sought additional responsibilities <div style="border: 1px solid black; height: 20px; width: 95%; margin-top: 5px;"></div>	12. Was able to prioritize tasks and effectively manage time <div style="border: 1px solid black; height: 20px; width: 95%; margin-top: 5px;"></div>
13. Followed up and monitored own performance <div style="border: 1px solid black; height: 20px; width: 95%; margin-top: 5px;"></div>	14. Was able to develop effective relationships with co-workers <div style="border: 1px solid black; height: 20px; width: 95%; margin-top: 5px;"></div>
15. Was able to develop effective relationships with customers <div style="border: 1px solid black; height: 20px; width: 95%; margin-top: 5px;"></div>	16. Was able to effectively communicate orally and in writing <div style="border: 1px solid black; height: 20px; width: 95%; margin-top: 5px;"></div>
17. Was an effective listener <div style="border: 1px solid black; height: 20px; width: 95%; margin-top: 5px;"></div>	18. Was patient when situations warranted <div style="border: 1px solid black; height: 20px; width: 95%; margin-top: 5px;"></div>
19. Was assertive when situations warranted <div style="border: 1px solid black; height: 20px; width: 95%; margin-top: 5px;"></div>	20. OVERALL RATING OF STUDENT'S PERFORMANCE <div style="border: 1px solid black; height: 20px; width: 95%; margin-top: 5px;"></div>

Evaluation is continued on next page

**Qualitative Comments:**

Were the objectives outlined in the Internship Plan met to your satisfaction? Why or why not?

Considering the student's performance during the internship period, describe his/her strengths regarding a career in your field.

Considering the student's performance during the internship period, describe her/his weaknesses.

List ways in which the intern exhibited professional growth and development during the internship period.

What are your suggestions to improve the internship process?

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SIGNATURE: Site Supervisor

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Date