

Internship Program

Site Supervisor Evaluation



INTERN NAME: _____

POSITION TITLE: _____

RATINGS: 5 = OUTSTANDING 2 = NEEDS IMPROVEMENT
 4 = EXCEEDS EXPECTATIONS 1 = UNACCEPTABLE
 3 = FULLY SATISFACTORY N/A = NOT APPLICABLE

Performance Factor	Comments / Examples	Rating
Productivity: <ul style="list-style-type: none"> Quality, accuracy, and use of time 		
Work Habits: <ul style="list-style-type: none"> Cooperation and observation of policies/procedures 		
Communication: <ul style="list-style-type: none"> Effective, tactful, and positive manner 		
Relationships: <ul style="list-style-type: none"> Ability to deal with others 		
Self-Confidence: <ul style="list-style-type: none"> Ability to act in reliant and effective way; initiative 		
Appearance: <ul style="list-style-type: none"> Grooming and dress 		
Attendance: <ul style="list-style-type: none"> Absence / promptness 		
Skills Competency: <ul style="list-style-type: none"> Preparation for internship; coursework 		
Additional Comments:		

Site Supervisor: _____ Date: _____

Organization: _____

Please send or e-mail this form to the Internship Coordinator

Chris Kaiser
 Internship Coordinator
 Department of Business and
 Economics
 Bethel University
 3900 Bethel Drive
 Saint Paul, Minnesota 55112
 651.638.6286
c-kaiser@bethel.edu

For Further Information:
cas.bethel.edu/dept/business-economics/