



Intern name: _____

Employer name: _____ **Employer address:** _____

Supervisor's name: _____ **Phone number:** _____ **Email address:** _____

As the intern completes his/her internship, Saint Martin's University is asking that the intern's direct supervisor complete this evaluation. Your comments and evaluation will be included in determining the intern's final grade. Please let us know how successful the school has been in preparing interns for the working environment they will enter. Do not hesitate to contact your intern's internship coordinator should you have questions:

- ACC 390/490: Professor Diane Bingaman (360-438-4331 or DBingaman@stmartin.edu)
- BA 390/490: Dr. Lisa Power (206-349-9765 or EPower@stmartin.edu)

The intern completed a total of _____ hours on the job.

Regarding the intern, he/she (please circle the most appropriate answer):

1. Worked well with fellow employees and supervisor.

Strongly agree Agree Feel neutral Disagree Strongly disagree

2. Was a "self-starter" and took responsibility for getting the job done right the first time.

Strongly agree Agree Feel neutral Disagree Strongly disagree

3. Demonstrated a positive and flexible attitude toward undertaking projects.

Strongly agree Agree Feel neutral Disagree Strongly disagree

4. Was seen a "team" player by fellow workers and supervisors.

Strongly agree Agree Feel neutral Disagree Strongly disagree

5. Demonstrated excellent oral, written and where appropriate, presentation skills.

Strongly agree Agree Feel neutral Disagree Strongly disagree

6. Was a definite asset to the organization (sorry to see the internship end).

Strongly agree Agree Feel neutral Disagree Strongly disagree

7. Displayed a positive work ethic and completed assignments on time.

Strongly agree Agree Feel neutral Disagree Strongly disagree

8. Demonstrated solid academic competency where expected.

Strongly agree Agree Feel neutral Disagree Strongly disagree

9. Overall intern's evaluation regarding performance and organizational contribution (please circle the grade earned):

Excellent: Good: Average: Below average: Poor:

A+ A- B+ B- C+ C- D- Failure

School-related questions (please circle the most appropriate answer):

10. Saint Martin's has academically prepared this intern for employment.

Strongly agree Agree Feel neutral Disagree Strongly disagree

11. Saint Martin's has prepared this intern to work effectively with peers and with the organization.

Strongly agree Agree Feel neutral Disagree Strongly disagree

Direct supervisor's signature: _____ **Date:** _____

We encourage additional attachments. Your comments and observations are appreciated.