

University of Central Florida

Department of Management

Employer Evaluation of Intern

This document will be used as one component of the final evaluation process and in determination of the final grade of students receiving credit for an internship in the Department of Management at the University of Central Florida. Please be as inclusive as possible when completing this form and fax it directly to the internship coordinator, whose contact information is included in this document. Please feel free to call me, Lauryn De George, directly if any questions arise, or there is a problem that should be discussed and is not reflected in this evaluation form.

Complete this form and email the pdf file to Lauryn.DeGeorge@ucf.edu (the "Submit" button at the end of this form will facilitate the email transmission). Alternatively, you may fax a copy of the completed form to the attention of Lauryn De George at 407-823-2915. If any questions or problems arise that require discussion, feel free to call Lauryn De George directly at 407-823-2915.

Name of Student:

Date of this evaluation:

Employer providing evaluation:

Evaluation Criteria: Please indicate a rating on each of these items ranging from 1 - 5.

1 being low and 5 being high

- Organization and Planning:** _____
The student exemplified the ability to establish priorities and objectives. (Score)
Additional comments/examples related to organization and planning:

- Interpersonal Skills:** _____
The student exhibited the ability to communicate and work with others in a productive manner. (Score)
Additional comments/examples related to interpersonal skills:

3. **Skill Level:**
The student possessed a proficiency in skills required to fulfill job responsibilities. (Score)
Additional comments/examples related to interpersonal skills:
4. **Quality of Work:**
The student produced a volume of work that is reflective of the job at hand, and the student's work was accurate and punctual in relation to deadlines. (Score)
Additional comments/examples related to quality of work:
5. **Written Communication:**
The student proved that they were able to deliver clear, concise, well-formulated written samples, as related to the job duties involved in their internship. (Score)
Additional comments/examples related to written communication:
6. **Time Management:**
The student exhibited an ability to manage time and work efforts in a well-organized, efficient manner. (Score)
Additional comments/examples related to time management.
7. **Willingness to Accept Direction:**
The student portrayed a willingness to utilize this experience as a learning environment and gain practical insight from their internship. (Score)
Additional comments/examples related to willingness to accept direction.

8. **Dependability:** _____
(Score)
The student was reliable and dependable in regards to the agreed upon work schedule, productivity level, and motivational level as necessitated by the position. Additional comments/examples related to willingness to accept direction.

9. **Tendency to Display Individual Initiative:** _____
(Score)
The student displayed the ability to self-motivate and demonstrated the ability to work independently without constant interaction approval from others. Additional comments/examples related to individual initiative:

Please elaborate on any strengths or limitations the student exhibited this semester while working in your organization, including any comments, questions, or concerns that you might have.

What is the overall grade that you would recommend the intern receive based on the work they have completed while employed at your organization: (please circle one)

| | | | | |
|-----------|------|---------|---------|------|
| A | B | C | D | F |
| Excellent | Good | Average | Passing | Fail |