

Employee Evaluation Sheet

Date:

Employee:

Supervisor:

4=Exceptional 3=Above Average 2=Average 1=Needs 0=Not Applicable

Please rate your intern in the following areas using the scale above.	4	3	2	1	0
Human Relations:					
Is friendly and courteous					
Contributes to the team effort					
Accepts feedback and responds appropriately					
Able to communicate with a variety of people					
Professionalism:					
Arrives prepared for work					
Attends work regularly and is punctual					
Professional in appearance and attitude					
Work Habits:					
Looks for ways to improve and shows initiative					
Seeks clarification when necessary					
Is able to problem-solve					
Works well independently					
Meets goals and deadlines					
Selects and applies appropriate technology to the task					
Quality of Work:					
Deals with routine tasks efficiently					
Is accurate and thorough					
Uses creativity in task management					

Strengths:

Areas for Improvement: