

EMPLOYER'S EVALUATION REPORT
NIU Humanities Majors & Interdisciplinary Majors and Minors Internships

To the employer:

Please have the student's immediate supervisor rate the student based on the following standards. These judgments and comments will be used by the internship coordinator to advise and evaluate the student. Feel free to include as many comments as needed to accurately and completely appraise this person's performance. Please return the completed form to the internship coordinator at the address listed at the bottom of the second page. Please use an official company envelope and mark it confidential. (Or you may FAX it using an official company FAX cover sheet). If you have a way to send a signed copy of the evaluation form electronically, the form can also be e-mailed from a company representative to jackking@niu.edu. Please do not send this evaluation via the student. Thank you for supporting an NIU intern, and for your cooperation with the evaluation process.

To be completed by the student:

Date: _____

Intern's name _____

Employing organization: _____

Intern's job title: _____

Supervisor's name: _____

Supervisor's job title: _____ Email: _____

To be completed by the supervisor:

Number of hours completed by the student: _____

RELATIONS WITH OTHERS

- ☐ Exceptionally well accepted
- ☐ Works well with others
- ☐ Gets along satisfactorily
- ☐ Has some difficulty working with others
- ☐ Works very poorly with others

ATTITUDE – APPLICATION TO WORK

- ☐ Outstanding in enthusiasm and work ethic
- ☐ Very interested and industrious
- ☐ Average in diligence and interest
- ☐ Somewhat indifferent and unmotivated
- ☐ Definitely not interested or industrious

Please continue evaluation on the next page.

JUDGMENT

- ☐ Exceptionally mature
- ☐ Above average in making decisions
- ☐ Average in making decisions
- ☐ Often uses poor judgment
- ☐ Consistently uses bad judgment

DEPENDABILITY

- ☐ Completely dependable
- ☐ Above average in dependability
- ☐ Usually dependable
- ☐ Sometimes neglectful or careless
- ☐ Unreliable

ABILITY TO LEARN

- ☐ Learns very quickly
- ☐ Learns readily
- ☐ Average in learning
- ☐ Rather slow to learn
- ☐ Very slow to learn

QUALITY OF WORK

- ☐ Excellent
- ☐ Very good
- ☐ Average
- ☐ Below average
- ☐ Very poor

ATTENDANCE ☐ Regular ☐ Irregular**PUNCTUALITY** ☐ Regular ☐ Irregular**OVERALL PERFORMANCE:** Poor Fair Good Very good Outstanding

What present traits may help or hinder this student's advancement? (Please comment on the student's performance or specific incidents to illustrate your appraisal.)

Have you discussed this evaluation with the student? Yes No

Would you be interested in having another NIU intern? Yes No

I hereby verify that the student has completed the hours required for an academic internship. I am confident that the student has completed this internship in a responsible manner and is worthy of academic credit.

Supervisor's signature _____ Date _____

Please return to:

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