



PERU STATE COLLEGE

Graduate Program Internship Student Evaluation Form

Graduate Student _____
Supervisor _____

Organization _____
Title _____ Date _____

Please rate this graduate student as accurately as possible. For each category, circle the description that describes him/her best, and underline any phrase or word which describes this graduate student particularly well. If you have additional comments, please attach a separate sheet of paper. Thank you for your time.

RATINGS CATEGORY	<u>Needs Improvement</u>	<u>Meets Standards</u>	<u>Exceeds Standards</u>
1. ATTENDANCE AND PUNCTUALITY	Absent or late more than appropriate and/or without good reason	Rarely absent or late and always with good reason	Never absent or late and often at work early or willing to stay later if necessary
2. APPEARANCE	Often unkempt or dressed in an inappropriate way	Usually dresses and grooms him/herself appropriately	Exceptionally professional personal appearance
3. ABILITY TO FOLLOW DIRECTIONS & PROCEDURES	Often ignores or is unable to follow directions or procedures - needs frequent supervision	Usually takes directions well and follows procedures successfully	Takes directions well and follows procedures very accurately - can work independently
4. ABILITY TO ACCEPT FEEDBACK	Often has trouble accepting and using feedback	Usually accepts and learns from feedback	Actively seeks feedback to improve skills
5. ABILITY TO WORK WITH OTHERS	Often has trouble forming relationships and working with others	Forms relationships successfully and works well with others in most situations	Forms relationships particularly quickly and works exceptionally well with others
6. ABILITY TO COMMUNICATE EFFECTIVELY	Has trouble making him/herself understood either verbally or in writing	Can speak and write effectively	Exceptionally clear/persuasive communication skills
7. QUANTITY OF WORK	Completes fewer tasks than expected	Generally completes assigned tasks	Completes assigned tasks and shows initiative to find others
8. QUALITY OF WORK	Unacceptable number of mistakes or poorly developed projects	Work is generally error-free and well thought out	Work is exceptionally well done with attention to detail - extra efforts are made to improve quality of work
9. ANTICIPATES EMPLOYER'S NEEDS	Usually waits for direction even on routine duties	Begins work without being reminded	Anticipates employer needs and proposes tasks to be completed
10. APPLICATION OF THEORY TO PRACTICE	Does not apply education in the workplace	Usually demonstrates an understanding of relevant theory and uses this understanding on the job	Can use theory to improve practice

Site Supervisor's Signature: _____