

BRIGHAM YOUNG UNIVERSITY
Intern Evaluation

To be completed by the intern's supervisor at the termination of the internship period and directly mailed or faxed to:

Joan Young, Director
Undergraduate Management Program
Marriott School
460 Tanner Building
Provo, UT 84602
Fax: (801) 422-0492
E-Mail: msm_internship@byu.edu

Intern's Name _____

Circle the number that best describes the intern's performance. If a category does not apply, cross it out. Feel free to make comments on the intern's performance, in any category, on the back of this form. This feedback will be communicated to the student unless you indicate that it should not be.

| | <u>Excellent</u> | <u>Very Good</u> | <u>Average</u> | <u>Marginal</u> | <u>Unsatisfactory</u> |
|--|------------------|------------------|----------------|-----------------|-----------------------|
| 1. Following Instructions | 1 | 2 | 3 | 4 | 5 |
| 2. Punctuality | 1 | 2 | 3 | 4 | 5 |
| 3. Self-Motivation and Initiative | 1 | 2 | 3 | 4 | 5 |
| 4. Dress and Grooming | 1 | 2 | 3 | 4 | 5 |
| 5. Writing Skills | 1 | 2 | 3 | 4 | 5 |
| 6. Accuracy of Work | 1 | 2 | 3 | 4 | 5 |
| 7. Flexibility--able to work in several positions & several levels of job assignment | 1 | 2 | 3 | 4 | 5 |
| 8. Ability to confront problems | 1 | 2 | 3 | 4 | 5 |
| 9. Interpersonal skill; Rapport with clients, co-workers and supervisors | 1 | 2 | 3 | 4 | 5 |
| 10. Judgement | 1 | 2 | 3 | 4 | 5 |
| 11. Achieved internship objectives | 1 | 2 | 3 | 4 | 5 |
| 12. * _____ | 1 | 2 | 3 | 4 | 5 |
| 13. * _____ | 1 | 2 | 3 | 4 | 5 |
| 14. Overall Performance | 1 | 2 | 3 | 4 | 5 |

15. Please comment (continuing on the back if necessary) on the overall performance of the intern in light of the original objectives set and on areas where improvement is needed:

Name of Company _____

Address _____

City, State, Zip _____

Signature of Supervisor _____

Date _____

*add other performance categories that you feel are important