
COTTEY

1000 West Austin, Nevada, Missouri (417) 667-8181

Employer Evaluation of Student Intern

Student: _____

Internship Site: _____

	Outstanding	Meets Expectations	Improvement Needed	Unacceptable
Seeks to understand and support the organization's mission/goals				
Demonstrates effective verbal and written communication skills				
Exhibits a positive and constructive attitude				
Carries out assigned responsibilities and/or follows instructions				
Exhibits self-motivation and independent work				
Demonstrates ability to set priorities				
Accepts responsibility for mistakes and learns from experience				
Asks pertinent and purposeful questions				
Establishes good rapport with staff, clients and others				
Dress and appearance are appropriate				
Reports to work as scheduled and on-time				
Quality of work				
Overall performance rating				

Comments:

Evaluator's Signature: _____ **Date:** _____

Title: _____ **Telephone:** _____