

EMPLOYER ASSESSMENT

Student _____	Course _____
Instructor _____	Quarter / Year _____
Due Date <i>Mid-term (Week 5)</i> _____	<i>Final (Week 9 or 10)</i> _____

EMPLOYER INSTRUCTIONS: Assessment provides valuable information to the intern about his/her skills, competencies, strengths, and areas needing improvement. It also provides feedback to Sinclair about curriculum and course offerings. The skills & competencies rated are those that labor surveys show employers find valuable. Please complete carefully and thoughtfully, but candidly, recalling instances typical of general performance and academic preparation. Use current and past interns as a benchmark to establish a level of competence; keep in mind this student is currently enrolled in a 2-year college program.

MID-TERM (END OF 5 WEEKS): please rate **Part I ONLY (front)** using the scale below.

FINAL: Again, please rate **Part I**, noting progress through the work term; also include an overall rating for each heading and complete Part II on the back.

4 = EXCELLENT 3 = GOOD 2 = AVERAGE 1 = POOR 0 = DOES NOT APPLY

Part I	Midterm	Final
JOB-RELATED CONCEPTUAL KNOWLEDGE		
APPLIES career-specific CONCEPTS & THEORY appropriate to job		
SEEKS to learn NEW SKILLS & KNOWLEDGE		
JOB-RELATED TECHNICAL KNOWLEDGE		
APPLIES knowledge and SKILLS effectively		
SHARES KNOWLEDGE & contributes to others' learning		
QUALITY OF WORK		
Produces work expected with MINIMAL ERRORS		
PERSISTENT – stays with task, exerts effort required to complete		
Aware of shortcomings & WORKS to IMPROVE		
CRITICAL THINKING / PROBLEM SOLVING		
SEEKS CLARIFICATION, develops options, applies solutions		
Processes NEW INFORMATION, comprehends effectively, uses multiple approaches		
Demonstrates systems thinking by understanding how his / her work IMPACTS TEAM and overall ORGANIZATION		
GOAL-ORIENTED, ORGANIZED, FOCUSED, PLANS effectively		
COMMUNICATION / INTERPERSONAL SKILLS		
Adequate VERBAL SKILLS necessary for job		
Demonstrates clear, accurate WRITING SKILLS as needed		
LISTENS attentively, participates & contributes ideas		
Cooperative, COURTEOUS & manages conflict effectively		
RESPECTS diversity & others' opinions		
Contributes, shares info, works well in TEAM ENVIRONMENT		
WORK ATTITUDE / PROFESSIONALISM		
RESPONSIBLE, dependable & reliable		
Neat, clean APPROPRIATE APPEARANCE		
Constructive, appropriate ATTITUDE & behavior		
Demonstrates integrity & HONESTY		
Shows INITIATIVE, motivation, proactive, pitches in, seeks work		
Mature, confident, good JUDGEMENT, appropriate decisions		
TIME MANAGEMNT uses resources effectively, meets deadlines		
OVERALL RATING		

Mid-Term Review Supervisor Signature _____ Date _____
 Student Signature _____ Date _____

Part II – EMPLOYER FINAL ASSESSMENT

Part II is to be completed by the employer only at the end of the work-term

As an experienced Professional in this student's career field, you have valuable insight into what is required to be successful. Please answer the following questions, providing specific information as required.

1. What strength(s) has this student exhibited during this work experience?

2. What areas could this student continue to work on? How could he or she improve?

3. Do you have any recommendations for this student, such as additional course work, skill development, or further education?

4. Given the right circumstances, would you hire this student as a permanent, full-time employee?

 Yes No

Comments:

Thank you for contributing to this students' education and to the assessment of Sinclair Business programs!

Student Signature _____ Date _____
Supervisor Name _____ Company _____
(Please Print)
Supervisor Signature _____ Date _____
Faculty Signature _____ Date _____

Office Use:	Major _____	Quarter/Year _____	Internship Grade _____
	GPA _____	Graduation Date _____	Tabulated / Initials _____
	_____	_____	_____

