Merrick School of Business
Intern Performance Evaluation

This form should be completed by the employer at the conclusion of an internship. Internships are learning experiences for students. Therefore, it is to their advantage that you evaluate their performance in a way that will help them consider where their strengths and weaknesses truly lie. Return the completed evaluation to the student’s faculty advisor. Please contact the faculty advisor if you have any questions regarding this form.

Semester: __________________ Year: __________________

Student Intern: ____________________________  Position Title: ____________________________
Organization: _______________________________  Supervisor’s Title: ______________________
Supervisor’s Name: _________________________  Supervisor’s Email: ______________________

Did your student intern, complete at least 120 hours of service (8-10 hours per week)?

☐ Yes
☐ No: please explain: ________________________________

Please rate your intern on the following factors:
(5 – Outstanding, 4- Good, 3 – Satisfactory, 2 – Poor, 1 – Inadequate, NA – unable to evaluate)

| Productivity: meets deadlines and produces quality work | 5 | 4 | 3 | 2 | 1 | NA |
| Initiative: is a self-starter and asks for new challenges | | | | | | |
| Judgment: reaches logical decisions | | | | | | |
| Attitude and Cooperation: is liked and respected by co-workers, and clients and customers if applicable | | | | | | |
| Professionalism: acts in a professional manner | | | | | | |
| Dependability: exhibits promptness and meets attendance expectations | | | | | | |
| Communication: effectively expresses ideas through oral and written communication and follows instructions | | | | | | |
| Creativity: shows creativity and originality on assignments | | | | | | |
| Goal Oriented: demonstrates an ability to achieve goals and persistence in overcoming obstacles | | | | | | |
| Responsive: accepts and uses constructive feedback and criticism | | | | | | |
| Business Oriented: demonstrates knowledge of industry and business issues | | | | | | |
Please answer questions 1-4.

1. What major accomplishment or contributions did the student achieve during the course of the internship?

2. What are the student’s strengths? What areas of the student’s work could be improved? How can this be accomplished?

3. What professional development plan would you recommend for the student (i.e., additional courses, skills or experience that would strengthen his or her career potential)

4. In your estimation, is the student intern suited to pursue a career in the field?

5. Additional comments.

Overall Evaluation:
If you had a position available, would you hire this person?
- Yes
- No

Future Internship Opportunities:
When would you like to have another intern?
- Fall semester 20____ How many? ______
- Spring semester 20____ How many? ______
- Summer semester 20____ How many? ______
- Please contact me directly, I have questions.

Note: This document was adapted from The Shriver Center at the University of Maryland Baltimore County