

The Ralph W. Ketner School of Business  
 Experiential Learning

**EMPLOYER EVALUATION FORM**

**TO BE COMPLETED BY SITE SUPERVISOR UPON COMPLETION OF INTERNSHIP**

Intern Site (name of organization, agency, or business): \_\_\_\_\_

Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address \_\_\_\_\_

Student's name: \_\_\_\_\_ Number of Hours Completed \_\_\_\_\_

Please answer the following questions/statements as accurately and honestly as possible by circling the best number.

5= Strongly agree; outstanding; absolutely

4= More than agree; very good; yes

3= Agree; average; mostly

2= Somewhat agree; marginal; not really

1= Disagree; unsatisfactory; not at all

N/A

- ❖ Student acted in a responsible and professional manner. Was punctual and had satisfactory attendance.
 

5	4	3	2	1	N/A
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- ❖ Student possessed basic organizational and time management skills.
 

5	4	3	2	1	N/A
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- ❖ Student completed assignments efficiently and in a timely manner.
 

5	4	3	2	1	N/A
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- ❖ Student understood assignments and adhered to the learning objectives and project guidelines established at the beginning of the experience.
 

5	4	3	2	1	N/A
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- ❖ Student showed energy and enthusiasm. Took initiative in starting new projects and assignments.
 

5	4	3	2	1	N/A
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- ❖ This student responded well to feedback and suggestions.
 

5	4	3	2	1	N/A
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- ❖ Please briefly describe any skills that you feel were either developed or enhanced, as well as valued, during the experience: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- ❖ Describe this student's strengths on the job and their areas needing improvement. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- ❖ Hypothetically, if your organization had a position available, would you consider our student for hire? \_\_\_\_\_  
 \_\_\_\_\_
- ❖ I would enjoy supervising/mentoring future business students:
 

5	4	3	2	1	N/A
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Upon completion of this form, please :

- ❖ Fax directly to The Ralph W. Ketner School of Business at 704-637-4422 or
- ❖ Mail via USPS to The Ralph W. Ketner School, C/O Catawba College, 2300 W. Innes Street, Salisbury, NC 28144 or
- ❖ Email a scanned copy to Instructor of Experiential Learning Course