

CATAWBA COLLEGE | SCHOOL OF BUSINESS

The Ralph W. Ketner School of Business
MGT 4403/ CIS 4403 Experiential Learning

EMPLOYER EVALUATION FORM-TO BE COMPLETED BY SITE SUPERVISOR

SUPERVISOR INFORMATION

NAME:	TODAY'S DATE:
ORGANIZATION'S NAME:	JOB TITLE:
EMAIL ADDRESS:	PHONE NUMBER:
INTERN INFORMATION	
STUDENT'S NAME:	
STARTING DATE (MM/DD/YYYY):	COMPLETION DATE (MM/DD/YYYY):

ABOUT THE INTERN

	Excellent	Very Good	Satisfactory	Needs Improvement	Unsatisfactory	Not Applicable
Maintained a regular schedule, made up missed hours, and was punctual and present						
Behaved in a professional manner						
Effectively performed assignments						
Clearly and efficiently conveyed ideas orally to persons inside and outside the organization						
Communicated ideas clearly in writing in a manner suited to the intended audience						
Took initiative and sought opportunities to contribute						
Demonstrated good leadership potential						
Accepted constructive feedback from others and was able to learn from mistakes						
Decision making, setting priorities						
Reliability and dependability						
Attention to accuracy and details						
Willingness to ask for help and guidance						

	Excellent	Very Good	Satisfactory	Needs Improvement	Unsatisfactory	Not Applicable
Quality of work						
Demonstrated critical thinking						
Demonstrated problem solving skills						
Seemed interested in and enthusiastic about the internship experience						
Presented an appropriately dressed appearance						
Had a good knowledge of the related subject matter from his/her college education						
Capacity and willingness to learn specific job skills						
Ability to work with others.						

What do you consider to be the intern's greatest strengths that were assets to your organization:

What areas of growth could improve the intern's success in your field:

Would you hire this intern for a position (if that was an option):

Overall, how do you rate your experience with this intern?	Excellent	Good	Average	Poor

ABOUT THE INTERNSHIP EXPERIENCE	
What are your suggestions for the Ketner School of Business Internship program?	
Do you have any other comments that will help the school and our students?	

Employer's signature:	
Date:	