STUDENT INTERNSHIP PERFORMANCE EVALUATION

Business Administration Program	Student Name
Box 358533	Student ID #
18115 Campus Way NE	Academic Sponsor
Bothell, WA 98011-8246	Field Supervisor
Phone: 425-352-5394	Company
Fax: 425-352-5277	Dates of Internship:
www.bothell.washington.edu/bus	•

Instructions to Field Supervisor:

- •Meet with the student during the first weeks to list out performance requirements and indicate the performance level needed to attain a rating of 3,4, or 5.
- •Discuss the intern's progress at week 8.
- •Evaluate and discuss the intern's performance at the end of the work period.
- •Please FAX or mail this form to the Business Program Office.

APPRAISAL:

1 Far Below = Does not meet job performance requirements. Needs substantial improvement.
 2 Below = Almost meets job performance requirements. Needs some improvement.
 3 At = Meets job performance requirements

3 At = Meets job performance requirements.
 4 Above = Exceeds job performance requirements.

5 Far Above = Substantially exceeds job performance requirements.

PERFORMANCE REQUIREMENTS: Describe key duties, etc.	1	2	3	4	5	PERFORMANCE RESULTS: COMMENTS:

PERFORMANCE						COMMENTS:	
FACTORS:	1	2	3	4	5		
Quality of Work							
Ethics and Integrity							
Teamwork							
Attitude Towards Work							
Problem Solving Skills							
Communication Oral							
Communication Written							
Quantitative Skills							
Computer Skills							
Personal Work Habits							
Attendance and Punctuality							
OVERALL PERFORMANCE:							
GENERAL COMMEN	NTS:						
Field Supervisor's Sigi	nature	_ 		D	ate	Phone #	Email
Student's Signature				D	ate		