

CAREER EXPLORATION INTERNSHIP PROGRAM EVALUATION FORM

Student Name _____

Sponsoring Business/Agency _____

Address _____

Directions: Please rate the student intern identified above for each of the following categories:

1. ATTENDANCE & PUNCTUALITY

_____ Satisfactory _____ Unsatisfactory

- a. The intern has maintained a schedule acceptable to the mentor and student: YES NO
- b. The intern has arrived on time for each assigned day: YES NO
- c. The intern calls if he/she is unable to participate on a given day: YES NO

d. Comments _____

2. ATTITUDE AND WILLINGNESS TO LEARN

_____ Satisfactory _____ Unsatisfactory

- a. The intern's attitude toward his/her participation in the CEIP has been acceptable: YES NO
- b. The intern has demonstrated a constant willingness to learn and actively participates in activities: YES NO
- c. The intern frequently asks questions and takes a personal interest in activities and the career field: YES NO

d. Comments _____

3. APPEARANCE AND OVER ALL PRESENCE

_____ Satisfactory _____ Unsatisfactory

Comments _____

4. DEMONSTRATION OF SKILLS

a. Human Relations Skills:

_____ Excellent _____ Good _____ Fair

b. Problem Solving Skills/Decision Making Skills:

_____ Excellent _____ Good _____ Fair

c. Career Related Skills:

_____ Excellent _____ Good _____ Fair

d. Comments _____

5. MATURITY/PROFESSIONALISM

_____ Satisfactory _____ Unsatisfactory

Comments _____

6. GENERAL/OVER ALL EVALUATION OF PARTICIPATING INTERN

_____ Satisfactory _____ Unsatisfactory

7. Evaluator's Comments (Optional)

Evaluator's Signature _____ Date _____ 20____

PLEASE RETURN THE EVALUATION ALONG WITH THE STUDENTS TIME SHEET IN THE ENVELOPE PROVIDED.

As always, thank you for participating in this program and we look forward to working with your organization in the future.