

Corporate Intern Evaluation Form

Participant Work Place Experience Evaluation Form

The purpose of this form is to evaluate the intern or temporary employee's performance during their work experience with your company. Your feedback is critical to both this young person and to the program's development.

Name of Company: _____

Name of Evaluator: _____

Name of Participant: _____

Please choose from below the statement that best describes the work experience opportunity provided to this participant.

- Shadowed current staff to get a sense of what work in our company is like
- Hands on opportunity to perform duties and carry out tasks with supervision
- Independent responsibility for completion of tasks

Briefly describe this participant's strengths

Briefly describe this participant's weaknesses

Days attended: ___ / out of ___

Participant Work Place Experience Evaluation Form

On a scale of 1 – 5 please rate the participant's performance in the following areas.

- 1 = poor performance
- 2 = below average performance
- 3 = average performance
- 4 = above average performance
- 5 = exceptional performance

First Impression: made a positive first impression through appropriate use of eye contact, communication, appropriate dress and promptness.

1 2 3 4 5

Time Management: arrived on-time, was responsible for monitoring break times effectively, respected time expectations given to him/her.

1 2 3 4 5

Dress & Appearance: dressed appropriately for the expectations of job placement

1 2 3 4 5

Attitude: displayed a positive and professional attitude, willingness to learn and take directions, pleasant, cooperative and respectful of

1 2 3 4 5

Teamwork Skills: demonstrated an ability to work as a member of a team, including cooperation, respect and responsibility for their role.

1 2 3 4 5

Oral Communication: clear communication, appropriate eye contact when speaking with others, able to greet others, introduce self, respond to questions, formulate questions

1 2 3 4 5

Written Communication: (if applicable) able to express self effectively with written communication, either via letter, memo, email. Able to perform duties requiring written communication skills

1 2 3 4 5

Computer Skills: (if applicable) demonstrated appropriate basic computing skills required to perform duties.

1 2 3 4 5

Any additional comments which might be helpful in assisting this individual's effort at employment