

**Southern Adventist University**  
**School of Business**  
**Employer Evaluation of Intern**  
*Required for each 100 clock hours of work or as a final evaluation*

Student's Name \_\_\_\_\_ Semester \_\_\_\_\_ Date \_\_\_\_\_

Employer \_\_\_\_\_

Supervisor \_\_\_\_\_  
Please Print Signature

*(Employers may also attach their own evaluation form or attach an additional page.)*

1. Please evaluate the student on the following scales in comparison to other similarly assigned students or personnel, OR with respect to achievement of objectives.

	<i>Poor</i>	<i>Marginal</i>	<i>Average</i>	<i>Good</i>	<b>Excellent</b>	
A. Interpersonal relationship	Not well accepted	F	D	C	B	A Highly Cooperative
B. Ethics & Integrity	Poor	F	D	C	B	A Excellent
C. Judgment	Poor	F	D	C	B	A Mature
D. Dependability	Careless	F	D	C	B	A Highly Reliable
E. Knowledge of Global Environment of Business	Poor	F	D	C	B	A Excellent
F. Quality of Work	Poor	F	D	C	B	A Excellent
G. Punctuality	Irregular	F	D	C	B	A Regular
H. Ability to apply concepts in an integrated manner	Poor	F	D	C	B	A Excellent
I. Oral communication skills	Poor	F	D	C	B	A Articulate
J. Written communication skills	Poor	F	D	C	B	A Clear writing style
K. Listening Skills	Poor	F	D	C	B	A Excellent
L. Creative problem solving	Poor	F	D	C	B	A Excellent
M. Knowledge/Skills	Inadequate	F	D	C	B	A Excellent
N. Use of decision support tools	Inadequate	F	D	C	B	A Excellent
O. Self-management/ initiative	Poor	F	D	C	B	A Excellent
P. Attitude	Poor	F	D	C	B	A Excellent
Q. Overall Performance	Unsatisfactory	F	D	C	B	A Outstanding

**COMMENTS:** (Please indicate what skill sets the school of business should focus on in order to support the future internships of students.)

Return to Lezlee Walters, SAU School of Business at lezlee@southern.edu