

## Employer Evaluation

This document will be used as one component of the final evaluation process and in determination of the final grade of students receiving credit for an internship in the Department of Management at the University of Central Florida. Please be as inclusive as possible when completing this form and fax it directly to the internship coordinator, whose contact information is included in this document. Please feel free to call me, Richard Quinn, directly if any questions arise, or there is a problem that should be discussed and is not reflected in this evaluation form.

Name of Student: \_\_\_\_\_

Date of this evaluation: \_\_\_\_\_

Submitted to: \_\_\_\_\_

Evaluation Criteria: Please indicate a rating on each of these items ranging from 1 - 5.

1 being very high and 5 being very low.

1. Organization and planning:

The student exemplified the ability to establish priorities and objectives. \_\_\_\_\_  
(score)

Additional comments/examples related to organization and planning:

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2. Interpersonal skills:

The student exhibited the ability to communicate and work with others in a productive \_\_\_\_\_  
manner. (score)

Additional comments/examples related to interpersonal skills:

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3. Skill level:

The student possessed a proficiency in skills required to fulfill job responsibilities. \_\_\_\_\_  
(score)

Additional comments/examples related to interpersonal skills:

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4. Quality of work:

The student produced a volume of work that is reflective of the job at hand, and the student's work was accurate and punctual in relation to deadlines. \_\_\_\_\_ (score)

Additional comments/examples related to quality of work:

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5. Written communication:

The student proved that they were able to deliver clear, concise, well-formulated written samples, as related to the job duties involved in their internship. \_\_\_\_\_ (score)

Additional comments/examples related to written communication:

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6. Time management:

The student exhibited an ability to manage time and work efforts in a well-organized, efficient manner. \_\_\_\_\_ (score)

Additional comments/examples related to time management.

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7. Willingness to accept direction:

The student portrayed a willingness to utilize this experience as a learning environment and gain practical insight from their internship. \_\_\_\_\_ (score)

Additional comments/examples related to willingness to accept direction.

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8. Dependability:

The student was reliable and dependable in regards to the agreed upon work schedule, productivity level, and motivational level as necessitated by the position. \_\_\_\_\_ (score)

