

## Language & World Business / Employer Internship Evaluation

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L&WB Program, University of Tennessee, Knoxville, 701 McClung Tower, Knoxville, TN 37996, (865) 974-2311

Name of Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_

Company Name & Address \_\_\_\_\_

Name of Intern \_\_\_\_\_ Period Covered \_\_\_\_\_

I. Please rate the student on the following personal and professional qualifications.

	Good	Average	Weak	Poor
1. Punctuality	_____	_____	_____	_____
2. Appearance	_____	_____	_____	_____
3. Poise & Self Confidence	_____	_____	_____	_____
4. Dependability/Responsibility	_____	_____	_____	_____
5. Adaptability/Resourcefulness	_____	_____	_____	_____
6. Rapport With Employees	_____	_____	_____	_____
7. Rapport With Supervisors	_____	_____	_____	_____
8. Job Attitude/Cooperation	_____	_____	_____	_____
9. Initiative	_____	_____	_____	_____
10. Reaction to Suggestions/Criticisms	_____	_____	_____	_____
11. Communication Skills	_____	_____	_____	_____

II. Please provide any additional comments of your own or comments on any of the following (use the back of this sheet): List assigned tasks you feel the student performed well, list assigned tasks you feel might need improvements, note student's outstanding personal and professional qualities and student's personal and professional qualities which may need improvements.

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Thank you for your participation in the Language & World Business Internship Program. Your cooperation is greatly appreciated. Upon completion of the student's internship, please send this evaluation form to the Language & World Business Program at the address above.