

**State College of Florida, Manatee-Sarasota  
Internship Program  
Performance Evaluation**

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

Employer Name: \_\_\_\_\_

Program Manager/Faculty Advisor: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Academic Term: \_\_\_\_\_

Supervisor Phone: \_\_\_\_\_

Supervisor Email: \_\_\_\_\_

**Instructions:** The employer should complete this evaluation form. Evaluate the student objectively comparing him/her to other personnel assigned the same or similar jobs. The rating sheet is used to evaluate the student's performance and to help the student improve future performance. Mail, Email or Fax this completed form to Career Resource Center (contact information below).

**PUNCTUALITY**

- 4 Always on time
- 3 Rarely late
- 2 Occasionally late
- 1 Frequently tardy

**ATTENDANCE**

- 4 Perfect attendance
- 3 Rarely absent
- 2 Occasionally absent
- 1 Frequently absent

**INTERPERSONAL SKILLS**

- 4 Respectful of others' ideas, time & culture
- 3 Works well with most people
- 2 Shows little cooperation with others
- 1 Has difficulty working with others

**ATTITUDE**

- 4 Very positive virtually all the time
- 3 Positive most of the time
- 2 Negative some of the time
- 1 Negative

**ABILITY TO LEARN**

- 4 Exceptionally quick learner
- 3 Learns readily
- 2 Average learner
- 1 Slow learner

**INITIATIVE**

- 4 Finds extra work to do
- 3 Needs little direction
- 2 Needs average direction
- 1 Needs considerable direction

**QUALITY OF WORK**

- 4 Rarely makes mistakes
- 3 Makes few mistakes
- 2 Makes average number of mistakes
- 1 Work is inaccurate

**QUANTITY OF WORK**

- 4 Highly productive
- 3 Productive work
- 2 Average productivity
- 1 Unproductive

In the spaces below, please identify two specific skills the student learned or developed through this internship experience. Rate the skills from 1 to 4 with 4 being the highest and 1 the lowest achievement. Please identify specific technical skills learned.

**Skill One:** \_\_\_\_\_ 4 3 2 1

Comments: \_\_\_\_\_

**Skill Two:** \_\_\_\_\_ 4 3 2 1

Comments: \_\_\_\_\_

**TOTAL POINTS:** \_\_\_\_\_ **A= 40-33 B= 32-25 C= 24-17 D= 16-9 F= 8-0**

Employer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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| <p><b>SCF Bradenton</b><br/>Melissa Perez, Career Advisor<br/>5840 26<sup>th</sup> St., W., Bradenton, FL 34207<br/>Email: perezm@scf.edu</p> | <p><b>SCF Venice</b><br/>Michele Groves, Career Advisor<br/>8000 S. Tamiami Tr., Venice, FL 34293<br/>Email: grovesm@scf.edu</p> |
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