



Student's Name: _____

Site Supervisor's Name: _____ Firm/Agency: _____

Internship Start Date: _____ End Date: _____ Number of hours worked: _____

**Please return this form to Susan Kelly upon completion of internship hours.
You can simply respond on this form and email to smkelly2@olemiss.edu**

Indicate how satisfied you were with the intern's performance using the following scale:

1. Far exceeded expectations; did an excellent job
2. Exceed Expectations; did a good job
3. Met minimal expectations; did a satisfactory job
4. Did not meet minimal expectations; did a below average job
5. Fell Far Below Expectations; Did a poor Job

Supervisor's Ratings

- | | |
|---|--|
| ___ 1. Professional Appearance | ___ 13. Accepts and makes use of criticism |
| ___ 2. Was Punctual | ___ 14. Exhibited a professional attitude at all time |
| ___ 3. Notified supervisor of intended absences or tardiness | ___ 15. Exhibited ethical behavior |
| ___ 4. Managed time effectively | ___ 16. Demonstrated a willingness to listen and learn - didn't assume that they knew everything |
| ___ 5. Followed through on assigned tasks in a timely fashion | ___ 17. Asked appropriate questions when given the opportunity |
| ___ 6. Demonstrated a sense of responsibility | ___ 18. Demonstrated a personal commitment to developing professional competencies |
| ___ 7. Exhibited trustworthiness for confidential matters | ___ 19. Pride in work |
| ___ 8. Used supervision to good advantage | ___ 20. Showed good attitude when asked to do a job - even the more menial tasks assigned |
| ___ 9. Took initiative when appropriate | ___ 21. Demonstrated good English skills in verbal communication |
| ___ 10. Worked well with supervisor | ___ 22. Demonstrated good English skills in written communication |
| ___ 11. Worked well with staff | |
| ___ 12. Worked well with clients | |

___ **Overall Evaluation of student (1-5 scale with 1, outstanding; 3, average; and 5, poor)**

Based on your association with this intern, would you hire him/her? YES NO

Signature

Date