

# ENGINEERING INTERNSHIP EMPLOYER'S FINAL EVALUATION REPORT

Reset

Student Name:

Employer:

Evaluation Date:

Evaluator Name:

Internship Dates:

 to 

Evaluator Title:

## To the Supervisor:

Please arrange to have this form completed by the person in the best position to evaluate the student's performance.

Discuss this evaluation with the student to obtain his/her written comments and signature.

**This evaluation should be performed at the end of the final month of internship**, and distributed as follows: one copy for your files, one copy to the student, and one copy to the Career Centre.

## RATING SCALE

|                        |                                    |
|------------------------|------------------------------------|
| <b>Excellent:</b>      | Greatly exceeded the standard      |
| <b>Above Average:</b>  | Exceeded the standard              |
| <b>Average:</b>        | Met the standard                   |
| <b>Below Average:</b>  | Did not meet the standard          |
| <b>Unsatisfactory:</b> | Significantly below the standard   |
| <b>N/A:</b>            | Not applicable or unable to assess |

## QUANTITY OF WORK

Amount of work completed

Excellent     Above Average     Average     Below Average     Unsatisfactory     N/A

## QUALITY OF WORK

Degree of quality in work such as attention to detail, technical proficiency, accuracy and thoroughness

Excellent     Above Average     Average     Below Average     Unsatisfactory     N/A

## PLANNING & ORGANIZING

Extent of planning, organizing and time management skills

Excellent     Above Average     Average     Below Average     Unsatisfactory     N/A

## LEARNING

Ability to assimilate, comprehend and apply new information

Excellent     Above Average     Average     Below Average     Unsatisfactory     N/A

## INITIATIVE

Amount of initiative in taking independent action and originating ideas

Excellent     Above Average     Average     Below Average     Unsatisfactory     N/A

## DEPENDABILITY

Extent to which student could be relied upon to work without close supervision

Excellent     Above Average     Average     Below Average     Unsatisfactory     N/A

## INTEREST IN WORK

Amount of enthusiasm and pride toward work assignments

Excellent     Above Average     Average     Below Average     Unsatisfactory     N/A

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**PROBLEM SOLVING**

Degree of problem solving abilities

 Excellent     Above Average     Average     Below Average     Unsatisfactory     N/A**WRITTEN COMMUNICATIONS**

Level of writing skills

 Excellent     Above Average     Average     Below Average     Unsatisfactory     N/A**VERBAL COMMUNICATIONS**

Level of listening and speaking skills

 Excellent     Above Average     Average     Below Average     Unsatisfactory     N/A**INTERPERSONAL RELATIONS**

Ability to interact and work with others in effective manner

 Excellent     Above Average     Average     Below Average     Unsatisfactory     N/A**ADAPTATION TO ORGANIZATON**

Response to supervision, standards and policies

 Excellent     Above Average     Average     Below Average     Unsatisfactory     N/A**OVERALL EVALUATION**

**Excellent                      Above Average                      Average                      Below Average                      Unsatisfactory                      N/A**

**EVALUATOR'S COMMENTS**

Briefly summarize the performance and comment on the student's strengths and areas for improvement.

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**STUDENT'S COMMENTS**

Briefly comment on your overall Internship experience.

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This evaluation has been discussed with the student.     Yes     No

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Evaluator Signature

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Student Signature

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Date