

FINAL EVALUATION OF STUDENT INTERN BY EMPLOYER
DEPARTMENT OF HORTICULTURE, CLEMSON UNIVERSITY

Name of Intern _____

Name of Employer _____

Name of Business _____

Address _____

Date _____

Signature _____

Instructions to Employer: Please check the appropriate box under each category for this intern. Additional comments are invited whenever appropriate. This form should be completed by the individual who has closest supervision of work assignments. Please return as quickly as possible by e-mail to lalxndr@clermson.edu or mail to **Internship Coordinator, Department of Horticulture, E-143 Poole Agricultural Center, Box 340319, Clemson University, Clemson, SC 29634-0319**. This form will be used by the student's advisor to help determine the student's final grade.

I. Work Performance

- | | |
|----------------------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Superior work performance | <input type="checkbox"/> Average work output |
| <input type="checkbox"/> Exceeds average work production | <input type="checkbox"/> Low work output |

Comments: _____

II. Ability to Get Along With People

- | | |
|------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| <input type="checkbox"/> Exceptionally well accepted by customers/
clients, supervisors and peers | <input type="checkbox"/> Has some difficulty working with others |
| <input type="checkbox"/> Is poised, courteous, and tactful in
working with people | <input type="checkbox"/> Frequently rude and unfriendly |

Comments: _____

III. Initiative

- | | |
|-----------------------------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> Seeks out work to be done | <input type="checkbox"/> Seldom works beyond assigned duties |
| <input type="checkbox"/> Occasionally seeks out more work | <input type="checkbox"/> Attempts to avoid work |

Comments: _____

IV. Appearance

- | | |
|-----------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> An asset to business | <input type="checkbox"/> Needs improvement |
| <input type="checkbox"/> Usually neat | <input type="checkbox"/> Detrimental to business |

Comments: _____

V. Punctuality

- | | |
|------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Always on time | <input type="checkbox"/> Occasionally late |
| <input type="checkbox"/> Usually on time | <input type="checkbox"/> Frequently late |

Comments: _____

VI. Attendance

Never misses work

Occasionally absent

Seldom absent

Frequently absent

Comments: _____

VII. Dependability

Follows direction well

Sometimes careless to following instructions

Usually follows directions

Unreliable in following instructions

Comments: _____

VIII. Interest in Work

Enthusiastic about work

Interested in certain phases

Interested most of the time

Lacks interest in work

Comments: _____

IX. Judgement

Makes sound decisions on the job

Lacks good judgement occasionally

Usually shows sound judgement

Lacks good judgement frequently

Comments: _____

X. Cooperation

Works usually well with others

Occasionally uncooperative

Cooperates well

Frequently uncooperative

Comments: _____

XI. Technical Knowledge and Skill Level Possessed by the Student

Competent in most jobs assigned

Capable of performing only minimum number of tasks

Possesses average competence

Lacks competence in almost all areas

Comments: _____

XII. Student Rating

Excellent

Below Average

Above Average

Very Poor

Average

The student and the employer or supervisor have met and discusses the evaluation of this report.

Date

Student

Employer