

Clemson University PGM Program

Student Internship Evaluation Report

Name of the student

Name of facility

Date of evaluation completion

Phone number

Purpose of the evaluation report – The purpose of this evaluation is to take inventory of the student’s abilities, which will aid in the development of a professional improvement program. It will also be used to help assign a grade for the student’s internship experience.

Complete the evaluation form during the last week of the student’s employment. Please be sure that you sign the form before submitting it to the University. Feel free to make any additional comments on the evaluation.

I. General Performance Items:					
	Marginal	Poor	Average	Good	Outstanding
Quality of Work Produced	1	2	3	4	5
Productivity	1	2	3	4	5
Attendance	1	2	3	4	5
Dependability	1	2	3	4	5
Punctuality	1	2	3	4	5
Attitude	1	2	3	4	5
Initiative	1	2	3	4	5
Appearance	1	2	3	4	5
Communications	1	2	3	4	5
Ability to Work With Others	1	2	3	4	5
Interpersonal Skills	1	2	3	4	5
Follow Instructions/Procedures	1	2	3	4	5
Judgment	1	2	3	4	5
Ability to learn new information	1	2	3	4	5
Adaptability	1	2	3	4	5
Problem-Solving	1	2	3	4	5

Comments: (A rating of 2 or lower must have an accompanying comment)

OVERALL PERFORMANCE (CIRCLE ONE):

OUTSTANDING

GOOD

AVERAGE

MARGINAL

Any additional comments:

Supervisor's signature _____

Date _____

Title _____

*Intern signature _____

Date _____

*Your signature indicates that you have had the opportunity to review and discuss your performance evaluation with your supervisor. It does not necessarily indicate that you agree with the evaluation.