

**FERRIS STATE UNIVERSITY
PRINTING MANAGEMENT INTERNSHIP
EMPLOYER'S EVALUATION OF INTERNSHIP STUDENT**

Student Name:

Date:

Supervisor:

Title:

Company:

Address:

INSTRUCTIONS: The immediate supervisor will evaluate the student objectively, comparing him/her with other students of comparable academic level, similar age and experience groups, and with other personnel assigned the same or similarly classified jobs.

RELATIONS WITH OTHERS

JUDGEMENT

Exceptionally well accepted

Exceptionally mature

Works well with others

Above average in making decisions

Gets along satisfactorily

Usually makes the right decision

Has some difficulty working with others

Often uses poor judgement

Works very poorly with others

Consistently uses bad judgement

Comments:

ABILITY TO LEARN

ABILITY TO ADJUST TO SUPERVISION

Learns very quickly

Excellent

Learns readily

Very good

Average in learning

Average

Rather slow to learn

Below average

Very slow to learn

Very Poor

Comments:

ATTITUDE APPLICATION TO WORK

QUALITY OF WORK

Outstanding in enthusiasm

Excellent

Very interested and industrious

Very good

Average in diligence and interest

Average

Somewhat indifferent

Below average

Definitely not interested

Very poor

Comments:

DEPENDABILITY

PERSONAL APPEARANCE

Completely dependable

Excellent

Above average in dependability

Very good

Usually dependable

Average

Sometimes neglectful or careless

Below average

Unreliable

Very poor

Comments:

Capacity to handle interruptions, errors, additional assignments, telephone calls, questions from fellow employees and at the same time maintain defensible pace of regular work activities:

Excellent

Comments:

Very good

Average

Below average

Very poor

Your opinion of the future success of this intern in the printing field:

Excellent Comments:

Very good

Average

Below average

Very poor

ATTENDANCE

PUNCTUALITY

Regular

Regular

Irregular

Irregular

OVERALL PERFORMANCE

Outstanding

Very good

Average

Marginal

Unsatisfactory

A

B

C

D

F

What strong characteristics does this intern possess?

What weak characteristics do you feel may hinder this intern's future success?

Is this intern the kind of person you would consider for permanent employment?

(NOTE: An affirmative answer in no way commits you, since that would depend on your needs and the intern's plans for employment.)

Did you discuss this evaluation with the student?

Yes

No

Supervisor's Signature:

Date: