# New Media Communications Internship Evaluation

**Please Submit To:** Nicole Holck, holckn@oregonstate.edu

<table>
<thead>
<tr>
<th>Date</th>
<th>Student Name</th>
<th>OSU ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Company Address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Company Phone Number</td>
<td></td>
<td>Immediate Supervisor</td>
</tr>
<tr>
<td>Supervisor email</td>
<td></td>
<td>Number of hours worked per week</td>
</tr>
</tbody>
</table>

### Knowledge of the job:

<table>
<thead>
<tr>
<th>Exceptional</th>
<th>Superior</th>
<th>Average</th>
<th>Inferior</th>
<th>Unsatisfactory</th>
</tr>
</thead>
</table>

**Consider the extent of the knowledge of the present job; knowing what to do and why.**

**Comments**

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### Quality of Work:

<table>
<thead>
<tr>
<th>Exceptional</th>
<th>Superior</th>
<th>Average</th>
<th>Inferior</th>
<th>Unsatisfactory</th>
</tr>
</thead>
</table>

**Consider ability to turn out work which meets high quality standards. Consider accuracy and neatness of work, regardless of volume.**

**Comments**

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### Quantity of Work:

<table>
<thead>
<tr>
<th>Exceptional</th>
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<th>Unsatisfactory</th>
</tr>
</thead>
</table>

**Consider the volume of work produced under normal conditions. Is the required volume produced on each task? Have quantity standards for the job been met?**

**Comments**

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### Attendance & Punctuality:

<table>
<thead>
<tr>
<th>Exceptional</th>
<th>Superior</th>
<th>Average</th>
<th>Inferior</th>
<th>Unsatisfactory</th>
</tr>
</thead>
</table>

**Consider frequency of absences and tardiness.**

**Comments**

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### Attitude:

<table>
<thead>
<tr>
<th>Exceptional</th>
<th>Superior</th>
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<th>Unsatisfactory</th>
</tr>
</thead>
</table>

**Consider attitude toward work, company associates, and willingness to work with and for others. Does the student pitch in when needed?**

**Comments**

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### Judgment:

<table>
<thead>
<tr>
<th>Exceptional</th>
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</tr>
</thead>
</table>

**Consider ability to make decisions and to utilize working time to best advantage. Was work planned logically to get**
accomplished in the best possible manner? Were facts obtained before making decisions? Was advice sought when needed?

Comments

Reliability: _____ Exceptional _____ Superior _____ Average _____ Inferior _____ Unsatisfactory

Consider ability to get work out under pressure and follow-through to completion, dependability to complete assignments satisfactorily and on schedule, meeting peak loads and retaining composure under pressure.

Comments

Flexibility & Adaptability: _____ Exceptional _____ Superior _____ Average _____ Inferior _____ Unsatisfactory

Consider the speed of learning, the amount of instruction required to teach new duties, adaptability to new conditions, confidence in learning ability and willingness.

Comments

Personal Characteristics: _____ Exceptional _____ Superior _____ Average _____ Inferior _____ Unsatisfactory

Consider appearance, personality, integrity, demonstration of ability to properly represent the company on the telephone and in person and appearance of work space.

Comments

Professional Growth: _____ Exceptional _____ Superior _____ Average _____ Inferior _____ Unsatisfactory

Consider amount of growth during work experience and recommend areas for further growth. Please list specific skills this student has learned at this work site.

Comments

Composite Rating: _____ Exceptional _____ Superior _____ Average _____ Inferior _____ Unsatisfactory

Overall performance level.

Comments

Would you recommend this student for future employment in your own or another firm?

Comments

Immediate Supervisor Signature: _____________________________ Date: ___________