

# New Media Communications

## Internship Evaluation

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

Date \_\_\_\_\_ Student Name \_\_\_\_\_ OSU ID \_\_\_\_\_

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

Company Phone Number \_\_\_\_\_ Immediate Supervisor \_\_\_\_\_

Supervisor email \_\_\_\_\_ Number of hours worked per week \_\_\_\_\_

**Knowledge of the job:** \_\_\_\_ Exceptional \_\_\_\_ Superior \_\_\_\_ Average \_\_\_\_ Inferior \_\_\_\_ Unsatisfactory

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

Comments \_\_\_\_\_

**Quality of Work:** \_\_\_\_ Exceptional \_\_\_\_ Superior \_\_\_\_ Average \_\_\_\_ Inferior \_\_\_\_ Unsatisfactory

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

Comments \_\_\_\_\_

**Quantity of Work:** \_\_\_\_ Exceptional \_\_\_\_ Superior \_\_\_\_ Average \_\_\_\_ Inferior \_\_\_\_ Unsatisfactory

*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 \_\_\_\_\_

**Attendance & Punctuality:** \_\_\_\_ Exceptional \_\_\_\_ Superior \_\_\_\_ Average \_\_\_\_ Inferior \_\_\_\_ Unsatisfactory

*Consider frequency of absences and tardiness.*

Comments \_\_\_\_\_

**Attitude:** \_\_\_\_ Exceptional \_\_\_\_ Superior \_\_\_\_ Average \_\_\_\_ Inferior \_\_\_\_ Unsatisfactory

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

Comments \_\_\_\_\_

**Judgment:** \_\_\_\_ Exceptional \_\_\_\_ Superior \_\_\_\_ Average \_\_\_\_ Inferior \_\_\_\_ Unsatisfactory

*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?*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Immediate Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_