

INTERNSHIP SUPERVISOR EVALUATION FORM

STUDENT NAME	
INTERNSHIP START DATE	
INTERNSHIP END DATE	
TOTAL HOURS WORKED	
COMPANY/ORGANIZATION	
SUPERVISOR'S NAME	
SUPERVISOR'S TITLE	
SUPERVISOR'S PHONE	
SUPERVISOR'S EMAIL	

Please evaluate the intern's performance using the following scale

1	2	3	4	5
Strongly Disagree				Strongly Agree

You may enter N/A (Not applicable to the work environment or internship) if the question does not apply to the internship.

Do include comments whenever possible as they are helpful for the student's professional development.

1. The student had good attendance.	1	2	3	4	5	N/A
COMMENTS						
2. The student was punctual.	1	2	3	4	5	N/A
COMMENTS						
3. The student was reliable.	1	2	3	4	5	N/A
COMMENTS						
4. The student was able to work independently in completing tasks.	1	2	3	4	5	N/A
COMMENTS						
5. The student showed creative potential in completing work assignments.	1	2	3	4	5	N/A
COMMENTS						
6. The student was able to analyze, solve problems and think critically.	1	2	3	4	5	N/A
COMMENTS						

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7. The student had research and information seeking skills.		1	2	3	4	5	N/A
COMMENTS							
8. The student demonstrated a clear, correct and appropriate writing style.		1	2	3	4	5	N/A
COMMENTS							
9. The student was knowledgeable about script style and formats.		1	2	3	4	5	N/A
COMMENTS							
10. The student had the ability to evaluate the work of self and others.		1	2	3	4	5	N/A
COMMENTS							
11. The student had knowledge of and the ability to use computer applications and equipment.		1	2	3	4	5	N/A
COMMENTS							
12. The student had the ability to use basic numerical and statistical concepts.		1	2	3	4	5	N/A
COMMENTS							
13. The student understood laws, regulations and issues that pertain to the work environment.		1	2	3	4	5	N/A
COMMENTS							
14. The student had knowledge of the well-known individuals, history and issues pertaining to the profession.		1	2	3	4	5	N/A
COMMENTS							
15. The student showed awareness of diversity in the workplace and in the creation of communication content.		1	2	3	4	5	N/A
COMMENTS							
16. The student understood the theoretical concepts related to the presentation of images and information (e.g. persuasive appeals)		1	2	3	4	5	N/A
COMMENTS							

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17. The student demonstrated appropriate ethical behavior for the professional workplace.	1	2	3	4	5	N/A
COMMENTS						
18. The student demonstrated clear and appropriate verbal and non-verbal presentation skills.	1	2	3	4	5	N/A
COMMENTS						
19. The student demonstrated good interpersonal communication skills (worked well to achieve group tasks).	1	2	3	4	5	N/A
COMMENTS						
20. The student had the appropriate appearance, grooming and attire for the workplace.	1	2	3	4	5	N/A
COMMENTS						
21. The student was able to receive constructive criticism.	1	2	3	4	5	N/A
COMMENTS						
22. The student completed assignments on time.	1	2	3	4	5	N/A
COMMENTS						
23. The student demonstrated the level of common sense of a professional.	1	2	3	4	5	N/A
COMMENTS						



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Please provide answers to the following questions:

24. What were the student's strengths?											
25. What were the student's weaknesses?											
26. Would you consider hiring this student?											
☐ YES						☐ NO					
COMMENTS											
27. If this were a course, what letter grade would you assign the student?											
	A+		A		A-		B+		B		B-
	C+		C		C-		D		F		
COMMENTS											

SUPERVISOR'S SIGNATURE

DATE

Please return the completed and signed form via email to shsjc@hamptonu.edu with subject: [STUDENT NAME] Supervisor Evaluation Form (e.g. Jane Doe Supervisor Evaluation Form).

The form must be in **PDF format**, typed and not handwritten.