|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

**Internship Final Assessment**

The Final Assessment of the student intern should be completed by the supervisor of the student at the end of the term. Please rate the student’s performance. It is important to provide honest and accurate feedback so the student can target areas for improvement, and recognize areas of strength.

Date: Click or tap to enter a date.

Supervisor name:       Email:

Company:       Phone:

Student name:       Tartan ID:

Student position/title:       Term / Year:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ASSESSMENT** | **Excellent** | **Competent** | **Needs Work** | **Unacceptable** | **Not Applicable** |
| **Work Attitude** |
|  Applies industry-specific concepts appropriate to job | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |  |  |  |
|  Shows initiative and is proactive in seeking work | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  Manages time and resources effectively to meet deadlines | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  Produces high quality work | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Problem Solving and Critical Thinking** |
|  Collects and analyzes information relevant to completing a task | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  Establishes a course of action within a given time frame | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  Resolves problems in an appropriate time frame | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  Offers creative solutions to problems | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Technical Skills** |
|  Utilizes appropriate technology to perform assigned tasks | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  Possesses knowledge of current technology to manage email and create documents, spreadsheets and presentations as needed | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  Able to learn new skills | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Communication Skills** |
|  Listens to feedback and works to improve | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  Speaks articulately and expresses thoughts clearly | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  Communicates professionally | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  Uses correct grammar, punctuation, spelling and vocabulary | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Professionalism** |
|  Arrives to work on time | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  Dresses appropriately for the workplace  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  Works well in a team environment | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  Respects diversity and opinions of others | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  |
| **Overall Rating**  |  |  |  |  |  |

**Internship Final Assessment**

As an experienced professional in this student’s career field, you have valuable insight into what is required to be successful. Please answer the following questions, providing specific information as you believe important.

|  |
| --- |
| 1. What strength(s) has this student exhibited during this work experience? |
|       |
| 2. Indicate one or more areas where this student can show improvement. |
|       |
| 3. What recommendations do you have for this student (i.e., additional coursework or education, career paths or potential employers, etc.)? |
|       |
| 4. Were there any specific skills or concepts that you wished the student had been taught prior to his/her internship with your company? |
|        |
| 5. Are there any new and emerging trends in your industry about which Sinclair should be made aware? |
|       |
| 6. Given the right circumstances, would you hire this student? [ ]  Yes [ ]  No |

*Thank you for contributing to this student’s education and to the assessment of Sinclair’s Work-based Learning Internship Program!*

By submitting this document, I acknowledge that I have supervised the above named student during the term and year stated.

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*Supervisor Signature Date*