**Area of Management**

**Supervisor Evaluation of the Intern**

Thank you for allowing our student the opportunity to intern with your company, and for your

support for the Area of Management in the Rawls College of Business at Texas Tech University.

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates of Internship: From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To help us better understand the kinds of work our students engage in as interns and so that we can

more fully prepare future students to succeed in internships (and ultimately, full-time

employment), will you briefly answer the following questions about the specific duties and

responsibilities the above-named student engaged in as an intern with your company as well as evaluating

their work ethic and success? Thank you!

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates of Internship: From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. In a few words, describe the work the intern performed during the internship.

2. What duties and responsibilities did the intern have?

3. Describe a typical work day/week for the intern.

4. Do you believe this internship has been successful? Why?

5. Did the intern perform as expected?

6. What skills or abilities could the student target for improvement?

7. A student in the RAWLS Area of Management is expected to have the following Learning Outcomes/Behaviors.

* Demonstrate systematic thinking about effective organizations, teams, and people at work.
* Recognize ethical issues and propose alternative approaches to ethical decision making.
* Demonstrate understanding of the relationship between organizations and their external environments, and conduct a strategic and competitive analysis.
* Demonstrate ability to write and speak effectively, considering both audience and purpose.
* Recognize leadership and interpersonal challenges at work and propose alternatives approaches for addressing them.

On a scale of 1 – 10, with 10 being the best and 1 being the worst, how well do you feel the student demonstrated these behaviors/skills in your work place? Are there one or two of these skills that you feel the student needs to particularly focus on increasing?

*Please evaluate your intern by indicating the frequency with which you observed the following behaviors:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Behaviors | Consistently | Often | Rarely | N/A |
| Performs in a dependable manner |  |  |  |  |
| Cooperates with co-workers and supervisors |  |  |  |  |
| Learns quickly |  |  |  |  |
| Shows initiative |  |  |  |  |
| Produces high quality work |  |  |  |  |
| Accepts responsibility |  |  |  |  |
| Accepts criticism |  |  |  |  |
| Demonstrates organizational skills |  |  |  |  |
| Shows good judgment |  |  |  |  |
| Demonstrates creativity/originality |  |  |  |  |
| Analyzes problems effectively |  |  |  |  |
| Communicates well |  |  |  |  |
| Writes effectively |  |  |  |  |
| Has a professional attitude |  |  |  |  |
| Gives a professional appearance |  |  |  |  |
| Is punctual |  |  |  |  |
| Uses time effectively |  |  |  |  |

Overall performance of student intern:

 Excellent Above Average Average Fair Unsatisfactory

Is there any other information that you feel we should know about this intern?