 

**Internship Employer Evaluation**

 **NCTA Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Worksite: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Beginning Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ending Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Professional work attitudes and leadership skills:**

Each student participant will be evaluated on the following:

***Ratings: 1 – Exceeds expectations, 2 – Meets Expectations, 3 – Below Expectations***

**Attitude Toward Work**

\_\_\_\_\_ Uses time effectively

\_\_\_\_\_ Dresses appropriately for the job

\_\_\_\_\_ Exhibits cleanliness, good hygiene

\_\_\_\_\_ Demonstrates continual improvement in

developing a work ethic

**Quality of Work**

\_\_\_\_\_ Works independently

\_\_\_\_\_ Uses care with equipment and materials

\_\_\_\_\_ Performs quality work

**Job Growth/Skill Improvement**

\_\_\_\_\_ Performs well under pressure

\_\_\_\_\_ Shows continual improvement

\_\_\_\_\_ Works independently

\_\_\_\_\_ Understands and follows directions

\_\_\_\_\_ Learns well; understands responsibility

**Safety**

\_\_\_\_\_ Maintains good safety procedures

\_\_\_\_\_ Understands company safety policies

**Dependability**

\_\_\_\_\_ Is on time to work/remains until required

 hours are completed

\_\_\_\_\_ Alerts supervisor if absent of late for work

\_\_\_\_\_ Plans ahead to rearrange schedule

**Relations With Others**

\_\_\_\_\_ Cooperates with supervisors

\_\_\_\_\_ Works well within a team

\_\_\_\_\_ Accepts suggestions, willing to change

\_\_\_\_\_ Overall communications skills

**Leadership**

\_\_\_\_\_ Communicates effectively in a variety of

 settings

\_\_\_\_\_ Implements resources and technologies to

 achieve personal and group goals

\_\_\_\_\_ Motivates individuals and groups to make

positive contributions to work, family and the community

\_\_\_\_\_ Models integrity

 **Worksite Supervisor’s Signature: ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_**

**Worksite Learning Coordinator’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_**

 **Student’s Signature:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date \_\_\_\_\_\_\_\_\_\_**