Employer’s Evaluation of Student Intern  
Michael F. Price College of Business  
University of Oklahoma

Student Name: ____________________________

Student ID: ________________________________

Organization: ________________________________

Supervisor: ________________________________

Instructions: The Intern Student's supervisor should complete this form and discuss it with the student near the end of the experience. More frequent counseling with or without the form is encouraged to enhance communication regarding the student’s performance and to facilitate student development during the internship. The student has the responsibility of returning the completed form to the faculty coordinator.

<table>
<thead>
<tr>
<th>Performance Rating</th>
<th>Exceeds Standards</th>
<th>Meets Standards</th>
<th>Needs Improvement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SKILLS</strong> (PLEASE CHECK APPROPRIATE RESPONSE)</td>
<td></td>
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</tr>
<tr>
<td>1. Possesses necessary technical knowledge</td>
<td>____________</td>
<td>____________</td>
<td>____________</td>
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<tr>
<td>2. Adapts to changing assignments and situations</td>
<td>____________</td>
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<td>____________</td>
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<tr>
<td>3. Able to cooperate and work with others</td>
<td>____________</td>
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</tbody>
</table>

Please comment on deficiencies or exceptional points: ____________________________________________

<table>
<thead>
<tr>
<th><strong>PERFORMANCE</strong></th>
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</thead>
<tbody>
<tr>
<td>4. Listens and carries out instructions</td>
<td>____________</td>
<td>____________</td>
<td>____________</td>
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<tr>
<td>5. Works effectively without close supervision</td>
<td>____________</td>
<td>____________</td>
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<tr>
<td>6. Meets deadlines and schedules</td>
<td>____________</td>
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<tr>
<td>7. Produces acceptable quality of work</td>
<td>____________</td>
<td>____________</td>
<td>____________</td>
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<tr>
<td>8. Produces acceptable quantity of work</td>
<td>____________</td>
<td>____________</td>
<td>____________</td>
</tr>
</tbody>
</table>

Please comment on deficiencies or exceptional points: ____________________________________________

(over)
Performance Rating

<table>
<thead>
<tr>
<th>Performance Rating</th>
<th>Exceeds Standards</th>
<th>Meets Standards</th>
<th>Needs Improvement Some</th>
<th>Needs Improvement Much</th>
</tr>
</thead>
</table>

JUDGMENT
9. Demonstrates ability to make decisions or seek appropriate help
10. Shows problem-solving ability

Please comment on deficiencies or exceptional points: __________________________

________________________________________________________________________

ATTITUDE
11. Accepts responsibility and is a self starter
12. Exhibits interest and enthusiasm about the job
13. Maintains appropriate dress and grooming habits
14. Maintains good attendance and punctuality
15. Adheres to organizational regulations

Please comment on deficiencies or exceptional points: __________________________

________________________________________________________________________

Supervisor’s overall evaluation of student’s performance.

__________ Excellent Performance (Student exceeds all expectations)
__________ Above Expectations (Student performed better than expected)
__________ Met Expectations (Student performed satisfactorily)
__________ Below Expectations (Student needs substantial improvement)

Would you consider this student for full-time employment? (Circle one) YES NO

Evaluation has been discussed with student? (Circle one) YES NO

Supervisor’s Signature _______________________________ Date _____________

Please return to:

Dr. Michael C. Knapp (mknapp@ou.edu)
Faculty Advisor / Internship Coordinator
Michael F. Price College of Business
Steed School of Accounting
University of Oklahoma
307 West Brooks, Room AH 200B
Norman, Oklahoma 73019

Updated 10/26/2012