



## INTERNSHIP EVALUATION FORM

### EVALUATION OF STUDENT INTERN

This form is to be completed by the intern's company supervisor and to be returned to the **professor grading the internship via email directly**. Please note that emailed documents should be formally stamped and signed by the company and sent as **scanned attachments** or **via student in a sealed envelope**.

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**Student Name**

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**Evaluator/Supervisor** (*company allocated*)

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**Evaluator's Title**

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**Company Name**

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**Phone**

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**Email**

### INTERNSHIP ADVISOR GRADING (UNIVERSITY ADVISOR ONLY)

**Pass**

**Fail**



**I. Please evaluate the student on the following skill set:**

<i>Please tick boxes as appropriate.</i>	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>
<b>Personal</b>				
<u>Reliability</u> Is punctual and does not need to be managed at every step.				
<u>Ethical Behavior</u> Takes responsibility for personal behavior and makes decisions to the best interest of company and its stakeholders.				
<u>Dedication</u> Does whatever it takes in time and effort to complete the job.				
<b>Competency</b>				
<u>Communication</u> Demonstrated the ability to write and communicate orally at all levels regarding business related issues.				
<u>Technical</u> Demonstrated the ability to use basic business tools where applicable to job.				
<u>Professional Concentration Knowledge</u> Demonstrated the ability to communicate effectively and apply information learned during studies at AUD.				
<b>Business/Professional</b>				
<u>Team Cooperation</u> Works efficiently as a member of a team and cooperates with organizational procedures.				
<u>Business/Cross-functional Awareness</u> Demonstrated understanding of how different organizational functions work as a common business entity.				
<u>Motivation</u> Demonstrated enthusiasm and willingness to ask questions, learn and complete tasks in a timely manner.				
<u>Determination</u> Follows through on projects and allocated tasks, even when difficulties arise.				
<u>Confidence</u> Poised, friendly and open to employees of all levels.				



**From your perspective, did the student meet the goals and objectives agreed upon for this internship?**

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**In what functional area was the intern occupied? Please comment on the intern's strengths for this functional area of any organization.**

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**What project/s did the intern complete? Please describe.**

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**What overall comments would you make about the student's performance?**

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**If the opportunity arose would you employ this student again?**

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**Please Sign and Date**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**