

AEM 4796

Internship Program

Performance Evaluation Survey

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| Name of Student: | Semester: |
| Company: | |
| <p>It is important that the AEM Internship program has an accurate description and evaluation of students' progress. Therefore, we request that the immediate supervisor conduct an interview and return this form at the end of the work assignment. The following form is presented as an example. If you prefer to use your company's form please feel free to do so. Specific examples should be provided wherever possible.</p> | |

| Rating Key | | |
|------------|--------------|--|
| 5 | Outstanding | Performance is, without question, superior, and all standards and objectives have been clearly exceeded. Interns whose performance puts them in the "outstanding" category serve as examples to their peers. Initiative and leadership are clearly exhibited |
| 4 | Very Good | Performance is clearly and indisputably above average, with all of the standards and objectives having been met and a substantial number of the objectives having been exceeded. |
| 3 | Effective | Performance is totally acceptable, with all the standards and objectives having been met. Represents the level of performance expected from most intern students. |
| 2 | Marginal | Performance is below the standards expected. Below average performance that lacks appropriate professional and personal attitudes and/or technical skills. Exhibits deficiencies that could prevent advancement unless corrected. |
| 1 | Unacceptable | Performance fails to meet minimum standards, and the intern should be reassigned or will be counseled out of the organization. |

| | Question | 1 | 2 | 3 | 4 | 5 |
|----------|--|---|---|---|---|---|
| 1 | Interest and industry displayed in work assignments. | | | | | |
| 2 | Accuracy, completeness and orderliness of work itself. | | | | | |
| 3 | Ability to work with others. | | | | | |
| 4 | Follows instructions, written or unwritten rules and policies. | | | | | |
| 5 | Self-starting activity displayed in performance of duties. | | | | | |
| 6 | Adaptability to changing conditions, reversals or new duties | | | | | |
| 7 | Degree to which ideas are constructive. | | | | | |
| 8 | Punctuality in reporting to work. | | | | | |

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| 9 | Employee's greatest need for improvement: |
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| 10 Employee's strongest qualifications: |
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|------------------------------|---------------|
| Supervisor Signature: | Date: |
| Department: | Title: |

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| If this form has been discussed with the student: | |
| Student Signature: | Date: |

Please return form to:

**AEM Internship Program
107 Akerman Hall
110 Union ST SE
Minneapolis, MN 55455
Fax: 612-626-1558**