



# Professional Development Employer Feedback

## Student Internship Evaluation

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**Student Instructions:** A week prior to your departure, ask your supervisor to complete the Student Internship Evaluation and schedule a meeting to discuss the evaluation. Use the evaluation as an assessment tool for strengths and areas of improvement. For the areas of improvement, seek opportunities to develop those skills during the year following your internship. If you need additional guidance, please visit [www.professional.opcd.wfu.edu](http://www.professional.opcd.wfu.edu).

**Employer Instructions:** Please complete the evaluation below based on your knowledge, experience, and observation of the student intern requesting your feedback. Please mark the most appropriate rating for each competency area. Please meet with the student intern to discuss the evaluation prior to his/her departure. The feedback will help the student determine the professional skill gap(s) needing improvement during college before entering the world of work.

Name of Student Intern: \_\_\_\_\_  
Position Title: \_\_\_\_\_

*The purpose of this evaluation is to rate the performance of the student intern as compared to expectations for an entry-level employee. The overall rating will contribute to the student's development of professional skills in preparation for the world of work. Please use the following scale to assess the intern's performance in each of the following four specific professional development competency areas:*

**5 = Far exceeds expectations (could step into an entry-level position immediately and perform outstandingly well);**  
**4 = Exceeds expectations; 3 = Meets expectations; 2 = Average, sometimes meets expectations;**  
**1 = Does NOT meet expectations; 0 = no opportunity to evaluate this area.**

Evaluation Components:	Please circle the appropriate rating:					
<b>1. Communication Literacy</b>						
Oral ( <i>conversant and articulate, listens well, responds appropriately, and uses professional vocabulary</i> )	0	1	2	3	4	5
Written ( <i>appropriate and concise content, professional vocabulary, proper grammar, organized, follows instructions, utilizes appropriate industry format</i> )	0	1	2	3	4	5
Presentation Skills ( <i>present self professionally through oral presentations and the use of audio-visual tools (PowerPoint)</i> )	0	1	2	3	4	5
<b>Comments:</b>						

<b>2. Personal and Professional Management</b>						
Business Acumen ( <i>Understands basic business finance, accounting, project management, and organizational structures</i> )	0	1	2	3	4	5
Social and Cross-Cultural Awareness ( <i>works collaboratively and communicates with diverse populations and team environments.</i> )	0	1	2	3	4	5
Professional Presence ( <i>dresses professionally and appropriately, and uses proper protocol for professional and social situations.</i> )	0	1	2	3	4	5
Personal Management ( <i>demonstrates initiative, willingness to learn, integrity and accountability</i> )	0	1	2	3	4	5
<b>Comments:</b>						
<b>3. Critical Thinking / Problem-Solving Skills</b>						
Critical Thinking Skills ( <i>finds needed information, analyze and evaluate the information to make logical conclusion</i> )	0	1	2	3	4	5
Problem-Solving Skills ( <i>Research relevant information, deliberate the action, analyze the information, formulate a workable solution</i> )	0	1	2	3	4	5
<b>Comments:</b>						
<b>4. Technical Literacy</b>						
Productivity Software ( <i>basic proficiency in word processing, data entry and creating spreadsheets, publishing, creating slides for presentations, and email communication.</i> )	0	1	2	3	4	5
Digital Media ( <i>the use of digital technology – Facebook, LinkedIn, Twitter - used to be productive in achieving a specific purpose or goal</i> )	0	1	2	3	4	5
Digital Communication ( <i>Professional presentation of self through presentations and e-mail communication.</i> )	0	1	2	3	4	5
<b>Comments:</b>						

<b>5. Task Performance</b>						
Completion	0	1	2	3	4	5
Quality	0	1	2	3	4	5
<b>Comments:</b>						
<b>Overall Performance Score:</b>	0	1	2	3	4	5
<b>Other Comments:</b>						

**Printed or Typed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

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

**THANK YOU!** Your performance feedback is a valuable part of this learning experience and the professional development of the student.