



# Newports Institute of Communications and Economics

## Supervisor Evaluation of Student Intern

Student Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

1. Unsatisfactory (never demonstrates this ability/does not meet expectations)
2. Fair (sometimes demonstrates this ability/meets expectations)
3. Commendable (usually demonstrates this ability/Sometimes exceeding expectations)
4. Exceptional (Always demonstrates this ability/ consistently exceeds expectations)

*If any criteria are not applicable to this internship experience, please leave the response blank*

### 1. Ability to learn

- |   |   |   |   |   |
|---|---|---|---|---|
| 1) Asks pertinent and purposeful questions                        | 1 | 2 | 3 | 4 |
| 2) Seeks out and utilizes appropriate resources                   | 1 | 2 | 3 | 4 |
| 3) Accepts responsibility for mistakes and learns for experiences | 1 | 2 | 3 | 4 |

### 2. Reading/Writing skills

- |  |   |   |   |   |
|--|---|---|---|---|
| 1) Reads/comprehends and follows written materials       | 1 | 2 | 3 | 4 |
| 2) Communicates ideas and concepts clearly in writing    | 1 | 2 | 3 | 4 |
| 3) Works with mathematical procedures appropriate to job | 1 | 2 | 3 | 4 |

### 3. Listening & oral communication

- |  |   |   |   |   |
|--|---|---|---|---|
| 1) Listens to others in active and attentive manner        | 1 | 2 | 3 | 4 |
| 2) Effectively participates in meetings or groups settings | 1 | 2 | 3 | 4 |
| 3) Demonstrates effecting verbal communications            | 1 | 2 | 3 | 4 |

### 4. Creative thinking & problem solving skills

- |  |   |   |   |   |
|--|---|---|---|---|
| 1) Breaks down complex tasks/problems into manageable pieces | 1 | 2 | 3 | 4 |
| 2) Brainstorms /develops options and ideas                   | 1 | 2 | 3 | 4 |
| 3) Demonstrates an analytical capacity                       | 1 | 2 | 3 | 4 |

### 5. Professional & career Development skills

- |   |   |   |   |   |
|---|---|---|---|---|
| 1) Exhibits self-motivated approach to work                 | 1 | 2 | 3 | 4 |
| 2) Demonstrates ability to set appropriate priorities/goals | 1 | 2 | 3 | 4 |
| 3) Exhibits professional behavior and attitude              | 1 | 2 | 3 | 4 |

### 6. Interpersonal & teamwork skills

- |  |   |   |   |   |
|--|---|---|---|---|
| 1) Manages and resolves conflicts in an effective manner | 1 | 2 | 3 | 4 |
| 2) Supports and contributes to a team atmosphere         | 1 | 2 | 3 | 4 |
| 3) Demonstrates assertive but appropriate behavior       | 1 | 2 | 3 | 4 |

**7. Organizational effectiveness skills**

1) Seeks to understand and support the organization’s mission/goals	1	2	3	4
2) Fits in the norms and exceptions of the organization	1	2	3	4
3) Works within appropriate authority and decision-making channels	1	2	3	4

**8. Basic work habits**

1) Reports to as scheduled and on-time	1	2	3	4
2) Exhibits a positive and constructive attitude	1	2	3	4
3) Dress and appearance are appropriate for this organization	1	2	3	4

**9. Character attributes**

1) Brings a sense of value and integrity to the job	1	2	3	4
2) Behaves in an ethical manner	1	2	3	4
3) Respects the diversity (religious/cultural/ethnic) of this organization	1	2	3	4

**Open category: industry-specific skills**

Are there any skills or competencies that you feel are important to the profession or career-field (represented by your organization) that have not been previously listed in this evaluation?

If so please list these skills below and assess the intern accordingly

1 _____	1	2	3	4
2 _____	1	2	3	4
3 _____	1	2	3	4

Comments

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**Overall Performance**

Unsatisfactory	poor		average			good		outstanding	
1	2	3	4	5	6	7	8	9	10

This assessment was reviewed with the intern on (month/day/year)

Evaluator’s signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title/position: \_\_\_\_\_ Telephone \_\_\_\_\_