

**Career Exploration Internship Program
Guilderland High School**

8 School Road

Guilderland Center, NY 12085

Career Exploration Internship Program Coordinators: Joan McGrath and Sarah Hubbard

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Student Internship Evaluation Form

Student/Intern Name: _____

Sponsoring Business/Agency: _____

Address: _____

Contact Person: _____ Title: _____ Phone: _____

Directions: In the space provided, please rate the student/intern identified above for each of the following categories using the best numerical descriptor that corresponds:

Rating Scale: 0: Unsatisfactory 1: Below Average 2: Average 3: Above Average 4: Superior N/A
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1) Attendance and Punctuality:

- a) The intern has maintained a schedule acceptable to the mentor: _____
- b) The intern has arrived on time for each assigned day: _____
- c) The intern has contacted you or your office in a timely fashion if any situations have arisen that prevented his/her internship participation on a given day: _____
- d) The intern has departed at the agreed upon times from the internship: _____

Comments: _____

2) Attitude and Willingness to Learn:

- a) The intern's attitude toward his/her participation in the CEIP has been appropriate: _____
- b) The intern has demonstrated a constant willingness to learn and actively participates in activities: _____
- c) The intern frequently asks questions and takes a personal interest in activities and the career field: _____
- d) The student applies knowledge previously learned to new situations: _____
- e) Performs assignments in an appropriate fashion: _____

Comments: _____

3) Appearance and Overall Presence:

- a) Displays good conduct, discipline and behavior: _____
- b) Demonstrates appropriate attire, grooming, neatness, etc.: _____

Comments: _____

4) Demonstration of Skills relating to the following:

a) Human Relations Skills:

- i) Works cooperatively with others: _____
- ii) Demonstrates good customer service skills and the ability to meet customer needs: _____
- iii) Accepts constructive feedback: _____
- iv) Shows respect for company tools, materials, equipment and property: _____
- v) Shows respect for and follows company rules and procedures: _____
- vi) Demonstrates leadership and/or appropriate levels of assertiveness: _____

Comments: _____

b) Problem Solving/Decision Making Skills:

- i) Demonstrates ability to apply basic skills relating to the career area: _____
- ii) Demonstrates good time management skills: _____
- iii) Ability to listen and follow instructions and work through problems: _____
- iv) Demonstration the application of knowledge previously learned to new situations: _____
- v) Adaptable to changing workplace situations: _____

Comments: _____

c) Career Related Skills:

- i) Demonstrates an understanding of career related safety procedures: _____
- ii) Demonstrates an understanding of the importance of quality & accurate work: _____
- iii) Demonstrates an understanding of the importance of managing the quantity of work output and meeting career related deliverables in a timely fashion: _____
- iv) Demonstrates initiative and completes the required tasks with a minimum of Supervision and direction: _____

Comments: _____

d) Communication:

- i) Demonstrates good listening and responding skills: _____
- ii) Demonstrates effective oral and/or written communication skills: _____
- iii) Demonstrates the ability to follow oral and/or written directions: _____

Comments: _____

5) Maturity and Professionalism:

- a) Accepts responsibility and exercises good judgment: _____
- b) Demonstrates a professional and mature demeanor and attitude: _____

Comments: _____

6) Overall/General Evaluation of the Intern:

Comments: _____

Mentor/Evaluator Name: Mentor/Evaluator Signature Date

Please return the Evaluation and the Student Time Sheet in the envelope that is provided.
Thank you for your participation in this program and we look forward to working with your organization again!