

Employer's Evaluation of the Intern

(To be completed by the employer and included with the intern's written report package)

Please take the time to evaluate the intern. We ask that you complete this form, conduct an exit-interview with the intern and then give this form to the intern as a component of their written report package. Be sure you provide your signature and date at the bottom of this form.

The exit interview is a valuable part of the educational process, as it allows an opportunity to provide constructive feedback and discuss your comments and concerns directly with the intern. Ideally and hopefully, this would enhance their professional development.

Company Name: _____

Address: _____

Intern Supervisor: _____

Intern's Name: _____

Please be forthright and honest with your suggestions and comments. Please rate the intern by placing an "X" next to the appropriate response for each category.

Appearance (for work setting)	Ability to Learn
--------------------------------------	-------------------------

- | | |
|--|--|
| <input type="checkbox"/> Appropriate | <input type="checkbox"/> Learns quickly; needs little guidance |
| <input type="checkbox"/> Acceptable | <input type="checkbox"/> Typical learner; needs some guidance |
| <input type="checkbox"/> Not appropriate | <input type="checkbox"/> Requires frequent guidance |

Attitude	Dependability
-----------------	----------------------

- | | |
|---|---|
| <input type="checkbox"/> Enthusiastic/positive, industrious | <input type="checkbox"/> Strong sense of responsibility |
| <input type="checkbox"/> Average interest, diligence | <input type="checkbox"/> Normally dependable |
| <input type="checkbox"/> Frequently aloof, not interested | <input type="checkbox"/> Unpredictable, unreliable |

Relationships with Co-workers	Self-Confidence
--------------------------------------	------------------------

- | | |
|--|--|
| <input type="checkbox"/> Respected, works well with others | <input type="checkbox"/> Self-confident |
| <input type="checkbox"/> Gets along satisfactorily | <input type="checkbox"/> Overly confident, frequently arrogant |
| <input type="checkbox"/> Can be difficult and disagreeable | <input type="checkbox"/> Lacks confidence |

Judgment

- Good common sense
- Usually makes good choices
- Frequently makes poor choices

Maturity

- Above average
- Average
- Somewhat immature

Initiative

- A self-starter, creates opportunity
- Will work independently, occasionally hesitates
- Needs lots of direction

Leadership Skills

- Frequently leads or delegates
- Occasionally leads or delegates
- No basis for judgment

Problem Solving Skills

- Above average
- Solutions lack basis
- Difficulty in finding solutions
- No basis for judgment

Quality of Work

- Detail-minded
- Average quality
- Content with minor errors

Quantity of Work

- Does more tasks than expected
- Does only the tasks assigned
- Does not complete assigned tasks

Communication Skills

- Excellent communicator
- Average, needs improvement
- Poor communicator

Punctuality

- Always on time, ready to work
- Occasionally late
- Often tardy

Tardiness

- Did not miss work
- Frequently absent
- Several excused absents

Horticulture Knowledge

- Outstanding
- Average
- Marginal

Horticulture Skills

- Outstanding
- Average
- Needs more experience, and needs to ask questions

Overall Rating of Intern

_____ Outstanding

_____ Good

_____ Average

_____ Marginal

_____ Unsatisfactory

Would you hire this intern for full-time employment? Why or why not?

The intern's outstanding personal qualities are:

The personal qualities the intern should strive to improve are:

The intern's outstanding work qualities are:

The work qualities the intern should strive to improve:

Additional comments:

This evaluation has been discussed with the intern: _____ yes _____ no

Immediate supervisor's signature: _____

Date of exit interview: _____ **Intern's signature** _____