

# Employer's Evaluation of the Intern

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(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.

<b>Appearance (for work setting)</b>	<b>Ability to Learn</b>
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- |  |  |
|--|--|
| <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            |

<b>Attitude</b>	<b>Dependability</b>
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- |   |   |
|---|---|
| <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      |

<b>Relationships with Co-workers</b>	<b>Self-Confidence</b>
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- |  |  |
|--|--|
| <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                      |

<b>Judgment</b>	<b>Maturity</b>
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\_\_\_ Good common sense

\_\_\_ Above average

\_\_\_ Usually makes good choices

\_\_\_ Average

\_\_\_ Frequently makes poor choices

\_\_\_ Somewhat immature

<b>Initiative</b>	<b>Leadership Skills</b>
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\_\_\_ A self-starter, creates opportunity

\_\_\_ Frequently leads or delegates

\_\_\_ Will work independently, occasionally hesitates

\_\_\_ Occasionally leads or delegates

\_\_\_ Needs lots of direction

\_\_\_ No basis for judgment

<b>Problem Solving Skills</b>	<b>Quality of Work</b>
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\_\_\_ Above average

\_\_\_ Detail-minded

\_\_\_ Solutions lack basis

\_\_\_ Average quality

\_\_\_ Difficulty in finding solutions

\_\_\_ Content with minor errors

\_\_\_ No basis for judgment

<b>Quantity of Work</b>	<b>Communication Skills</b>
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\_\_\_ Does more tasks than expected

\_\_\_ Excellent communicator

\_\_\_ Does only the tasks assigned

\_\_\_ Average, needs improvement

\_\_\_ Does not complete assigned tasks

\_\_\_ Poor communicator

<b>Punctuality</b>	<b>Tardiness</b>
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\_\_\_ Always on time, ready to work

\_\_\_ Did not miss work

\_\_\_ Occasionally late

\_\_\_ Frequently absent

\_\_\_ Often tardy

\_\_\_ Several excused absents

<b>Horticulture Knowledge</b>	<b>Horticulture Skills</b>
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\_\_\_ Outstanding

\_\_\_ Outstanding

\_\_\_ Average

\_\_\_ Average

\_\_\_ Marginal

\_\_\_ Needs more experience, and needs to ask questions

<b>Overall Rating of Intern</b>
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\_\_\_\_\_ 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** \_\_\_\_\_