

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	Maturity
-----------------	-----------------

___ Good common sense

___ Above average

___ Usually makes good choices

___ Average

___ Frequently makes poor choices

___ Somewhat immature

Initiative	Leadership Skills
-------------------	--------------------------

___ 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

Problem Solving Skills	Quality of Work
-------------------------------	------------------------

___ Above average

___ Detail-minded

___ Solutions lack basis

___ Average quality

___ Difficulty in finding solutions

___ Content with minor errors

___ No basis for judgment

Quantity of Work	Communication Skills
-------------------------	-----------------------------

___ Does more tasks than expected

___ Excellent communicator

___ Does only the tasks assigned

___ Average, needs improvement

___ Does not complete assigned tasks

___ Poor communicator

Punctuality	Tardiness
--------------------	------------------

___ Always on time, ready to work

___ Did not miss work

___ Occasionally late

___ Frequently absent

___ Often tardy

___ Several excused absents

Horticulture Knowledge	Horticulture Skills
-------------------------------	----------------------------

___ Outstanding

___ Outstanding

___ Average

___ Average

___ Marginal

___ 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** _____