



SAMPLE INTERN EVALUATION

1. Supervisor: Please provide the following information

Your First and Last Names: -

Company: -

Email Address: -

2. Your Job Title

3. Student's First and Last Names

4. Please rank the student's performance on a scale of one to five with five being the highest. Please note the letter grade equivalent next to each value, which you can use as a guide for your responses.

| Is Not Meeting Expectations (1=D) | Is Somewhat Meeting Expectations (2=C) | Meets Expectations (3=B) | Is More than Meeting Expectations (4=A) | Exceeds Expectations (5=A+) |
|---|---|--------------------------------|--|-----------------------------------|
|---|---|--------------------------------|--|-----------------------------------|

Job Performance

Verbal
Communication

Written
Communication

Problem Solving

Technology
Skills

Professional
Behavior

Overall
Performance

5. Did the intern work a minimum of 100 hours?

6. Would you recommend this student for a position in the industry? YES NO

Comments _____

7. Do you have any general suggestions for this intern?

8. Do you have any general comments regarding the DePaul Communication Internship Program?

9. Thank you for mentoring / supervising this DePaul University student. Please make any comments you feel would be beneficial.