

The Graham Center for Entrepreneurial Leadership Studies
Penn State York
Internship Evaluation Process

Company Name: _____ Location: _____

Mentor Name: _____ Mentor email: _____

Student name: _____ Student email: _____

Date of Evaluation: _____

Work fulfilled from ___/___/___ to ___/___/___ (mm/dd/yyyy)

Please provide feedback for the student intern by circling the appropriate response.

Understood and utilized written and oral communication effectively

Superior Very Good Good Needs Improvement

Maintained a sense of responsibility for a assigned work or project until completion

Superior Very Good Good Needs Improvement

Analyzed information and used good judgment

Superior Very Good Good Needs Improvement

Demonstrated technical ability effectively

Superior Very Good Good Needs Improvement

Initiated and conveyed ideas and gained support from others

Superior Very Good Good Needs Improvement

Worked independently without constant supervision

Superior Very Good Good Needs Improvement

Exhibited leadership traits and appropriate maturity

Superior Very Good Good Needs Improvement

Exhibits a positive and professional attitude

Superior Very Good Good Needs Improvement

Effectively manages his/her time

Superior Very Good Good Needs Improvement

Overall performance rating

Superior Very Good Good Needs Improvement

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Mentor Narrative and Recommendations:

Demonstrated Strengths:

Opportunities for Improvement:

Include comments referring to any opportunities for improvement provided in the initial evaluation.

Joint Action Plan (Assistance to the Intern for Development)

Students Evaluation of the Internship

Mentor Signature:

Intern Signature:

Faculty Representative Signature: