# INTERN EVALUATION

Date _______________________

Note to employer/supervisor: At the end of the internship, please fill out this form or your own company's form to evaluate the intern. We ask you to review your evaluation with the intern before mailing it to the address below.

Intern's Name ___________________________ Internship Period _____________________________

<table>
<thead>
<tr>
<th>NEEDS IMPROVEMENT</th>
<th>AVERAGE</th>
<th>ABOVE AVERAGE</th>
<th>OUTSTANDING</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2</td>
<td>3 4</td>
<td>5 6</td>
<td>7 8</td>
</tr>
</tbody>
</table>

1. Accuracy of Work
2. Completing Assigned Tasks on Time
3. Organizing Own Work
4. Industriousness/Ability to See a Problem
5. Follow-up on Projects and Work Flow
6. Teamwork/Ability to Get Along with Others
7. Processing Records, Reports & Documents
8. Written Communication Skills
9. Verbal Communication Skills
10. Adaptability
11. Appearance
12. Comparison with Peers

What are intern's strengths? ____________________________________________________________

Areas for improvement ________________________________________________________________

Would you want this intern working for you? ____________________________________________

What would be a good, brief description of this intern? __________________________________

________________________________________________________________________________

What suggestions do you have for improving the HCS internship program? __________________

________________________________________________________________________________

Signature ___________________________ Name ___________________________

Phone ___________________________ Email ___________________________

**Mail Fax or email to:**

Dr. Scott Steinmaus  
Fax: (805) 756-6504 
Horticulture and Crops Science Department  
E-mail: plyons@calpoly.edu 
Cal Poly  
Phone: (805) 756-2279 
San Luis Obispo, CA 93407