A. **Job Performance**

List four or five of the most important tasks/projects performed by the student in fulfilling his/her job responsibilities. Then rate the performance of each with brief comments explaining your rating.

<table>
<thead>
<tr>
<th>Task/Project</th>
<th>Rating</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
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<tr>
<td>2.</td>
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<tr>
<td>3.</td>
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<tr>
<td>4.</td>
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<tr>
<td>5.</td>
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</table>

Overall contribution to company

**A. What development have you observed in the student’s skills, knowledge, personal and/or professional performance?**

**B. In what specific areas can the student work toward improvement of performance, knowledge and/or skill development?**
C. Rate the student’s performance for the following factors; please provide brief comments explaining your rating.

<table>
<thead>
<tr>
<th>Factor</th>
<th>Rating</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Excellent</strong></td>
<td>5</td>
<td></td>
</tr>
<tr>
<td><strong>Above Average</strong></td>
<td>4</td>
<td></td>
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<tr>
<td><strong>Satisfactory</strong></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>Below Average</strong></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td><strong>Unsatisfactory</strong></td>
<td>1</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>1. Problem Solving and Decision Making - gathers and considers all facts and reaches logical conclusions.</th>
<th></th>
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<tbody>
<tr>
<td>2. Policies/Procedures – adheres to all company rules and regulations, including safety.</td>
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<tr>
<td>3. Adaptability/Stability – open to constructive criticism, controls behavior/emotion, adapts to change.</td>
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<tr>
<td>4. Quality of Work – work is organized, logical, accurate and neat.</td>
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<td>5. Productivity – able to meet deadlines and produce work acceptable in both quality and quantity.</td>
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<td>6. Dependability – can be trusted, conforms to schedules, no excessive tardiness or absenteeism.</td>
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<tr>
<td>8. Attitude &amp; Cooperation – works with enthusiasm and well with others, team player, shares workload and shows interest.</td>
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<tr>
<td>9. Communication – express ideas &amp; information clearly and concisely both verbally and in writing, keeps others informed, good listener, takes and follows instructions.</td>
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<tr>
<td>10. Overall Rating</td>
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</tbody>
</table>

Supervisor Signature

Intern Student Signature