

Purdue University
School of Mechanical Engineering
Office for Industrial Experience
Intern Student Performance Appraisal

Student Name _____ Position Title _____

Internship Period: ☐ Fall ☐ Spring ☐ Summer Year: _____ Appraisal Date _____

Supervisor Name _____ Title _____

Company Name _____

Division _____ Department _____

Address _____

Phone _____ Fax _____ E-Mail _____

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.

Excellent
5

Above Average
4

Satisfactory
3

Below Average
2

Unsatisfactory
1

	Task/Project	Rating	Comments
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
	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.

Excellent 5 Above Average 4 Satisfactory 3 Below Average 2 Unsatisfactory 1

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

Supervisor Signature

Intern Student Signature