

DEPARTMENT OF EDUCATION
Employer Assessment Form

Name of Intern	
Position / Assignment of Intern	
Name of Supervisor	
Duration of Internship Program	

Part I

Please complete this evaluation at the end of the student's work period. You are encouraged to discuss the completed form with the intern to aid in their professional development and the continuous improvement of the internship program. Please use the scale below to evaluate your intern's performance in the following areas:

1	2	3	4	5	6
Needs more training or education	Performing below expectations	Acceptable performance	Above average performance	Superior performance	Not observed

General Workplace Performance

Attendance	1	2	3	4	5	6
Punctuality	1	2	3	4	5	6
Decorum	1	2	3	4	5	6
Attitude	1	2	3	4	5	6
Self-motivated	1	2	3	4	5	6
Practices ethical behaviour	1	2	3	4	5	6
Sufficient knowledge to perform tasks	1	2	3	4	5	6
Verbal communication skills	1	2	3	4	5	6
Written communication skills	1	2	3	4	5	6
Analytical skills – analyses problems and takes appropriate action	1	2	3	4	5	6
Uses technical skills required for the position	1	2	3	4	5	6
Meets deadlines	1	2	3	4	5	6
Takes initiative to get a job done, including overcoming obstacles	1	2	3	4	5	6
Sets priorities	1	2	3	4	5	6

How would you assess the intern's overall performance?

outstanding above average satisfactory below average unsatisfactory

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PART II

This section gives you the opportunity, as an experienced professional, to make recommendations that would help in the professional development of the student as well as give their academic institution some insight into the areas that may need more attention.

What do you consider the major strengths of the intern?

What areas need improvement?

What would you recommend to make the intern better prepared for the workplace? (e.g. courses, activities, skills acquisition, programs)?

Other comments, commendations, or recommendations:
