BELLEVUE COLLEGE
CENTER FOR CAREER CONNECTIONS
ACADEMIC INTERNSHIP PROGRAM

Experiential Learning (EXPRL) 191/192/193
Academic Internship Experience

EMPLOYER EVALUATION OF INTERN

Thank you so much for supervising one of our interns! Please complete this evaluation of the intern's performance. This evaluation is meant solely to help us improve the internship program. **This evaluation will not impact the student's grade, and it will be confidential** (unless you ask us to share it with the student). Thus, please be completely frank.

If you have an account on CONNECT (our job and internship posting site), **you can complete this evaluation online**—just login and click on the "My Interns" tab. **CONNECT:** https://bellevue-csm.symplicity.com/employers

Otherwise, **please complete this form and submit it to:**
The Academic Internship Program, Center for Career Connections, Bellevue College
3000 Landerholm Circle SE, B231, Bellevue, WA 98007-6484
internships@bellevuecollege.edu | Fax (425) 564-2230

Intern's Name:
Company Name:
Supervisor's Name:
Supervisor's Phone:

Overall Performance	Excellent	Very Good	Good	Average	Fair	Poor
How do you rate your intern's overall performance?	○	○	○	○	○	○
Basic Work Skills & Professionalism	Excellent	Very Good	Good	Average	Fair	Poor
Time management: keeps busy & uses time effectively	○	○	○	○	○	○
Punctuality & attendance: if late or ill, notifies supervisor and rearranges schedule	○	○	○	○	○	○
Behavior & attire are appropriate for job setting	○	○	○	○	○	○
Professionalism & Communication	Excellent	Very Good	Good	Average	Fair	Poor
Works well with other employees; shares in workload	○	○	○	○	○	○
Accepts feedback & suggestions graciously	○	○	○	○	○	○
Is courteous and helpful with the public/customers	○	○	○	○	○	○
Skill Development	Excellent	Very Good	Good	Average	Fair	Poor
Motivated & interested in learning new skills & tasks	○	○	○	○	○	○
Asks questions when needed	○	○	○	○	○	○
Shows continual improvement & increasing speed	○	○	○	○	○	○

Quality of Work	Excellent	Very Good	Good	Average	Fair	Poor
Follows directions carefully and accurately	○	○	○	○	○	○
Is a creative and independent problem solver	○	○	○	○	○	○
The general quality of the intern's work products was:	○	○	○	○	○	○

1. **What specific skills did the student acquire or hone during the internship?**

2. **In what areas did the student excel?**

3. **In what areas does the student still need to improve?**

4. **Do you have any suggestions for improving our internship program?**

Please ○ do ○ do not share this evaluation with the intern.

Supervisor's Signature:

Date : Select Date...

Thank you very much for your time. If you have any questions about the Academic Internship Program, please contact Michael Reese, Internship Coordinator, at internships@bellevuecollege.edu or (425) 564-4066.

Print Form