

(Student)

(Job Title)



COLLEGE
OF THE
FLORIDA KEYS

Internship Evaluation Form

Supervisor: Please assess the student in each of the following areas by checking the box which best describes his/her performance. This evaluation is to be completed at both mid-term and end of the employment period. Completed evaluation forms should be forwarded to the Internship Coordinator at careers.internships@cfk.edu.

	Exceeds Expectations <i>Performance consistently exceeds normal job requirements</i>	Meets Expectations <i>Performance consistently meets job requirements</i>	Needs Improvement <i>Performance inconsistent. Minor performance deficiencies</i>	Unsatisfactory <i>Performance inconsistent. Major performance deficiencies</i>	Not assessed at this time
Interest in Work					
Quality of Work					
Dependability					
Attitude					
Ability to Learn					
Relations to Others					
Ability to work independently					
Technical Knowledge/Skills					
Punctuality					
Initiative					
Overall Rating					

Please provide feedback for any category that was marked *Needs Improvement* or *Unsatisfactory*, emphasizing future expectations and how performance can be improved. Attach addition sheets/documentation as needed.

What are some of the student’s strengths?

Additional comments:

Supervisor Signature

Date

Student Signature

Date