



FIT INTERN ASSESSMENT FORM (EMPLOYER ASSESSMENT)

Intern's Name: _____

Name of Company: _____

Supervisor: _____ Date _____

Intern's Position or Assignment: _____

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. The evaluation is a mechanism that the Faculty has employed to inform its continuous improvement program, therefore it is not confidential. 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

1 General Workplace Performance

Attendance	1	2	3	4	5	6
Punctuality	1	2	3	4	5	6
Appropriate dress	1	2	3	4	5	6
Attitude	1	2	3	4	5	6
Acceptance of criticism	1	2	3	4	5	6
Asks appropriate questions	1	2	3	4	5	6
Self-motivated	1	2	3	4	5	6
Practices ethical behaviour	1	2	3	4	5	6

2 Specific Job Assignment Performance

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 the Faculty some insight into the areas that may need more attention.

What do you consider the major strengths of this intern?

What areas need improvement?

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

Other comments, commendations, or recommendations:

Thank you for your time in completing this evaluation!

Please return this assessment to the FIT coordinator.