



Internship Evaluation

Supervisor Signature: _____ Date: _____

Richmond Community College is committed to providing qualified students for the Internship Program. This evaluation is to determine the value that the Intern has provided to your company.

1. Did the Intern report to work as scheduled? Yes ___ No ___
2. Did the Intern meet your expectations? Yes ___ No ___
3. Please indicate your response by placing an “X” in the box which best describes your assessment of the Intern. Below is the scale listed for this rating:

- 5 = **Excellent:** Exceeded expectations
- 4 = **Very Good:** Company needs were meet at a high level
- 3 = **Acceptable:** Needs met but some improvements indicated
- 2 = **Marginal:** Some needs unsatisfied, needs substantial improvement
- 1 = **Unacceptable:** Needs not satisfied

Scale: 5 4 3 2 1

| | | | | | |
|------------------------------------|--|--|--|--|--|
| Shows to work on time | | | | | |
| Uses time effectively at work | | | | | |
| Soft skills | | | | | |
| Knowledge gained during Internship | | | | | |
| Works effectively with peers | | | | | |

4. What skills did you like best about the Intern?

5. Was there any weakness for the Intern?

6. Please indicate your overall level of satisfaction with the Internship:

Excellent _____ Very Good _____ Acceptable _____
 Marginal _____ Unacceptable _____