Career Services Internship Program - Supervisor Evaluation

The University at Buffalo Career Services Internship Program provides students experience in the work world as well as an active venue for students to assess their strengths and identify specific areas that need improvement. Your feedback is crucial to this process and we encourage all internship supervisors to conduct exit interviews with their interns. To assist us in assigning a final grade for your intern please complete this form and send it to: UB Career Services Internship Program, 259 Capen Hall, Buffalo, NY 14260 or via email to: rorrange@buffalo.edu. Thank you!

Intern Name: _________________________________________________________

Internship Position/Title: _________________________________________________________

Organization: _________________________________________________________

Supervisor Name: _________________________________________________________

Supervisor Title: ________________________________  Supervisor Phone: ____________________________

Total # Internship Hours Completed: __________

Please evaluate your intern in the following categories – circle your response:

- Communication Skills (written): Outstanding  Very good  Average  Needs Improvement  Unsatisfactory  NA
- Communication Skills (verbal): Outstanding  Very good  Average  Needs Improvement  Unsatisfactory  NA
- Interpersonal Skills: Outstanding  Very good  Average  Needs Improvement  Unsatisfactory  NA
- Work Ethic: Outstanding  Very good  Average  Needs Improvement  Unsatisfactory  NA
- Team Player: Outstanding  Very good  Average  Needs Improvement  Unsatisfactory  NA
- Flexibility: Outstanding  Very good  Average  Needs Improvement  Unsatisfactory  NA
- Detail-oriented: Outstanding  Very good  Average  Needs Improvement  Unsatisfactory  NA
- Motivation: Outstanding  Very good  Average  Needs Improvement  Unsatisfactory  NA

Where could this student make improvements?

If you were to assign a grade (e.g. A, B, C, D) to the intern for overall performance, it would be: _______

Has this report been discussed with the student?  Yes  No
Have you offered the student the opportunity to continue with the internship?  Yes  No
Have you offered the student a full or part time job opportunity?  Yes  No

Is there any additional feedback you would like to provide?