



Black Hills State University | School of Business
EMPLOYER FINAL EVALUATION

Please return the evaluation to the BHSU Internship Coordinator

Intern's Name: _____

Evaluator's Name: _____

Evaluator's Email Address; _____

Name and Address of Company: _____

Evaluation Period: _____

This intern evaluation serves two purposes: (1) a grading tool for the internship and (2) as professional feedback to the intern regarding his/her performance. It is expected that you review the results of this evaluation with the Intern before sending it to the School of Business Internship Coordinator.

The questions on this evaluation align with career readiness competencies identified by the National Association of Colleges & Employers as critical for a successful transition from college to the workplace. This form is intended to help interns learn more about their strengths and the areas they might need to focus on in order to be maximally successful in the workforce after graduation.

Critical Thinking/Problem Solving	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
1. Shows a sincere interest in understanding the organization, their role, and their assigned tasks.					
2. Practices sound judgment based on an analysis of available data and information.					
3. Demonstrates creativity in approaching tasks, solving problems, and overcoming obstacles.					
4. Seeks out resources when unsure about how to proceed on tasks.					
5. Asks for help when unsure about how to proceed on tasks.					



APPENDIX - E

Communication/Leadership	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
1. Clearly and efficiently conveys ideas orally to persons inside and outside the organization.					
2. Communicates ideas clearly in writing in a manner suited to the intended audience.					
3. Manages their own emotions and works to understand and empathize with others.					
4. Takes initiative and seeks opportunities to contribute.					

Teamwork/Collaboration/Intercultural Fluency	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
1. Builds constructive working relationships with individuals from a range of backgrounds.					
2. Demonstrates inclusiveness sensitivity, and respect for individuals' differences.					
3. Contributes effectively to collaborative requests.					
4. Adapts well to emerging requests from managers, coworkers, and customers.					

Professional/Work Ethic/Technology	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
1. Demonstrates respect for organizational staff, policies, and norms.					
2. Maintains regular schedule, makes up missed hours, and is punctual and present.					
3. Organizes and prioritizes work, manages time, and sees tasks through from start to finish.					
4. Identifies and effectively uses appropriate technologies and programs to complete work.					



APPENDIX - E

Career Management	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
1. Accepts constructive feedback from others and is able to learn from mistakes.					
2. Self-advocates in a professional manner.					
3. Can identify their strengths and weaknesses.					
4. Can articulate next steps to further prepare them for their future.					

Questions:

If learning or performance goals were established, please describe the intern's progress toward their goals.

What do you perceive to be the intern's greatest strengths that are assets to your organization? If possible, please give specific examples/stories to illustrate your intern's strengths.

What areas of growth could improve the intern's success in your field? If possible, please give 1 – 3 specific examples.



APPENDIX - E

Please comment on how the student demonstrated impact with this internship.

Overall Performance (if I were to rate intern at the present time)

Unsatisfactory			Poor		Average		Good		Outstanding	
0	1	2	3	4	5	6	7	8	9	10

If the rating is 4 or lower, please comment:

Supervisor Signature _____ Date _____

Intern Signature _____ Date _____