



*Week 1*

*Week 2*

*Week 3*

*Week 4*

*Week 5*

*Week 6*

*Week 7*

*Week 8*

	Fill in dates here							
<b>G. Organizational Effectiveness Skills</b>								
1. Seeks to understand and support the business' mission/goals	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①
2. Fits in with the norms and expectations of the business	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①
3. Performs within appropriate authority and decision-making channels	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①
<b>H. Key Habits</b>								
1. Accomplishes quality and a sufficient quantity of learning outcomes	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①
2. Exhibits a positive and constructive attitude	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①
3. Exhibits a sense of responsibility and dependability	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①
<b>I. Character Attributes</b>								
1. Brings a sense of values and integrity to the business	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①
2. Behaves in a professional and ethical manner	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①
3. Exhibits a positive attitude	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①

**J. Open Category: Industry-Specific Skills**  
 List any skills or competencies that you feel are important to the profession or career-field (represented by your business) that are not listed above, then rate the intern accordingly.

1. _____	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①
2. _____	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①
3. _____	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①
4. _____	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①
5. _____	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①	⑤ ④ ③ ② ①

**K. Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<p><b>L. Overall Performance</b> (Your rating of the intern at the present time.)</p> <p>Outstanding      Good      Average      Poor      Unsatisfactory</p> <p>10      9      8      7      6      5      4      3      2      1      0</p>	<p><b>N.</b> This assessment was reviewed with the intern on (Month/Day/Year) _____</p> <p>Evaluator's Signature: _____ Date: _____</p> <p>Title/Position: _____ Tel: _____</p>
<p><b>M.</b> Did you offer the intern a position with your business?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Did they accept your offer?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>	