

**Department of Business Communication and Entrepreneurship  
Jennings A. Jones College of Business  
Middle Tennessee State University**

**Employer's Performance Evaluation of Intern  
Entrepreneurship Intern Program**

Student's Name \_\_\_\_\_ Semester \_\_\_\_\_ Date \_\_\_\_\_

Employer \_\_\_\_\_

Supervisor \_\_\_\_\_

Please print

Signature

1. Please evaluate the intern in comparison to other employees or in accordance with achievement of internship objectives.

	Excellent	Good	Average	Marginal	Poor
Interpersonal skills	Outstanding 5	4	3	2	1 Poor
Judgment	Sound 5	4	3	2	1 Poor
Punctuality	Punctual all the time 5	4	3	2	1 Never punctual
Dependability	Company interests placed ahead of personal conveniences 5	4	3	2	1 Chronic abuse of schedule
Attitude	Excellent 5	4	3	2	1 Poor
Professional appearance	Appropriate 5	4	3	2	1 Inappropriate
Oral communication skills	Articulate 5	4	3	2	1 Inarticulate
Written communication skills	Clear writing style 5	4	3	2	1 Poor writing style
Problem solving skills	Excellent 5	4	3	2	1 Poor
Knowledge of technology	Excellent 5	4	3	2	1 Continually needs instruction
Quality of work	Excellent 5	4	3	2	1 Unsatisfactory
Responsibility	Accepts responsibility fully 5	4	3	2	1 Avoids responsibility
Initiative	Self-starter 5	4	3	2	1 Must be told what to do
Overall performance	Outstanding 5	4	3	2	1 Unsatisfactory

2. Based on the intern's performance, the following grade is recommended (circle one):  
A (Excellent) B (Very Good) C (Average) D (Marginal) F (Unsatisfactory)

3. Has this evaluation been discussed with the intern? Yes \_\_\_\_\_ No. \_\_\_\_\_

4. Please record additional comments on back of this sheet.

*Thank you for supervising this student's internship experience!*

Please return to: Entrepreneurship Intern Coordinator (BAS N429), Fax (615) 898-5438, or P.O. Box 40, Middle Tennessee State University, Murfreesboro, TN 37132. Phone: (615) 898-2902.

*Entrepreneurship Intern Program  
BCEN 4810/5810*