

**THE UNIVERSITY OF MISSISSIPPI**

**SITE SUPERVISOR’S FINAL EVALUATION OF  
STUDENT PROGRESS IN THE INTERNSHIP**

Student’s name \_\_\_\_\_

Site Supervisor’s name \_\_\_\_\_

Firm/Agency \_\_\_\_\_

Internship Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Number of hours worked \_\_\_\_\_

**Please return this form to Wesley Yates upon completion of internship hours. You may simply respond on this form and e-mail to [w Yates@olemiss.edu](mailto:w Yates@olemiss.edu).**

Indicate how satisfied you were with the intern’s performance using the following scale:

- 1. Far exceeded expectations; did an excellent job
- 2. Exceeded expectations; did a good job
- 3. Met minimal expectations; did a satisfactory job
- 4. Did not meet minimal expectations; did a below average job
- 5. Fell far below expectations; did a poor job

**Supervisor’s Ratings**

- 1. Professional appearance \_\_\_\_\_
- 2. Was punctual \_\_\_\_\_
- 3. Notified supervisor of intended absences or tardiness \_\_\_\_\_
- 4. Managed time effectively \_\_\_\_\_
- 5. Followed through on assigned tasks in a timely fashion \_\_\_\_\_
- 6. Demonstrated a sense of responsibility \_\_\_\_\_
- 7. Exhibited trustworthiness for confidential matters \_\_\_\_\_
- 8. Used supervision to good advantage \_\_\_\_\_
- 9. Took initiative when appropriate \_\_\_\_\_

10. Worked well with supervisor \_\_\_\_\_
11. Worked well with staff \_\_\_\_\_
12. Worked well with clients \_\_\_\_\_
13. Accepts and makes use of criticism \_\_\_\_\_
14. Exhibited a professional attitude at all times \_\_\_\_\_
15. Exhibited ethical behavior \_\_\_\_\_
16. Demonstrated a willingness to listen and learn—didn't  
assume that he/she knew everything \_\_\_\_\_
17. Asked appropriate questions when given the opportunity \_\_\_\_\_
18. Demonstrated a personal commitment to  
developing professional competencies \_\_\_\_\_
19. Pride in work \_\_\_\_\_
20. Showed good attitude when asked to do a job—even the  
more menial tasks assigned \_\_\_\_\_
21. Demonstrated good English skills in verbal communication \_\_\_\_\_
22. Demonstrated good English skills in written communication \_\_\_\_\_

**OVERALL EVALUATION OF STUDENT (1-5 scale with 1,  
outstanding; 3, average; and 5, poor)** \_\_\_\_\_

Based on your association with this intern, would you hire him/her? YES NO

SITE SUPERVISORS: What specific actions can you suggest to help interns improve their future performance?

\_\_\_\_\_  
Date \_\_\_\_\_

Supervisor Signature