

**Employer Evaluation Of Student
Michigan State University Horticulture Internship Program**

Intern: _____

Company Name: _____

Date: _____ **Evaluated by:** _____

Instructions: The intern student's immediate supervisor should complete this form and discuss it with the student. The form should be handed in or e-mailed to the Faculty Advisor or Susan Gruber (grubers@msu.edu).

Attitude towards work

Very Enthusiastic
Positive-willing to work
Shows interest much of the time
Somewhat indifferent toward work
Definitely not interested

Work initiative

Recognizes/completes work on own
Does more than assigned, if directed
Does average amount of assigned work
Sometimes tries to avoid work
Produces little, unreliable

Quality of work

Always does neat, accurate work
Usually produces high quality work
Produces acceptable work
Inferior work is common
Does almost no acceptable work

Adaptability

Reacts quickly to new situations
Easily learns new duties with time
Requires detailed training
Slow to learn and accept change
Unable to adjust to change

Dependability

Completely reliable following instructions
Meets obligations with little supervision
Requires careful supervision
Requires frequent follow-up on routine work
Unreliable even under close supervision

Cooperation

Good team player, well accepted, tactful
Works well with others
Gets along satisfactorily
Has difficulties working with others
Unfriendly, rude, hard to get along with

Attendance and punctuality

Never late or absent
Very seldom absent or tardy
Average attendance
Late or absent several times
Attendance and punctuality a problem

Progress

Outstanding improvement and performance
Considerable improvement, good performance
Some improvement, average performance
Improvement, but still does poor work
Failure to improve, unacceptable work

Professionalism

Outstanding
Very Good
Average
Marginal
Unsatisfactory

Overall Performance

Outstanding
Very Good
Average
Marginal
Unsatisfactory

Comments:

Student signature:

Date: _____

Supervisor signature:
