

CONCORD UNIVERSITY

Sociology Internship Employer Evaluation Form • Page 1 of 2

Student: _____ Organization: _____

Intern will provide you with a SASE. Please complete the following 2-page evaluation and return by mail as soon after the internship is completed as possible with the completed time sheet(s).

- 5 Exceptional (Always demonstrates this ability; consistently exceeds expectations)
 4 Commendable (Usually demonstrates this ability; sometimes exceeds expectations)
 3 Fair (Sometimes demonstrates this ability; meets expectations)
 2 Uncomplimentary (Seldom demonstrates this ability; rarely meets expectations)
 1 Unsatisfactory (Never demonstrates this ability; does not meet expectations)

Check one response for each question. If any question is not applicable to this internship experience, please leave the response blank.

A. Ability to Learn

- | | | | | | |
|---|---|---|---|---|---|
| 1. Asks pertinent and purposeful questions | 1 | 2 | 3 | 4 | 5 |
| 2. Seeks out and utilizes appropriate resources | 1 | 2 | 3 | 4 | 5 |
| 3. Accepts responsibility for mistakes & learns from experience | 1 | 2 | 3 | 4 | 5 |

B. Reading/Writing Skills

- | | | | | | |
|---|---|---|---|---|---|
| 1. Reads/comprehends/follows written materials | 1 | 2 | 3 | 4 | 5 |
| 2. Communicates ideas and concepts clearly in writing | 1 | 2 | 3 | 4 | 5 |

C. Listening and Oral Communication Skills

- | | | | | | |
|---|---|---|---|---|---|
| 1. Listens to others in an active and attentive manner | 1 | 2 | 3 | 4 | 5 |
| 2. Effectively participates in meetings or group settings | 1 | 2 | 3 | 4 | 5 |
| 3. Demonstrates effective verbal communication skills | 1 | 2 | 3 | 4 | 5 |

D. Creative Thinking and Problem Solving Skills

- | | | | | | |
|--|---|---|---|---|---|
| 1. Breaks down complex tasks/problems into manageable pieces | 1 | 2 | 3 | 4 | 5 |
| 2. Brainstorms/develops options and ideas | 1 | 2 | 3 | 4 | 5 |
| 3. Demonstrates an analytical capacity | 1 | 2 | 3 | 4 | 5 |

E. Professional and Career Development Skills

- | | | | | | |
|---|---|---|---|---|---|
| 1. Exhibits self-motivated approach to work | 1 | 2 | 3 | 4 | 5 |
| 2. Demonstrates ability to set appropriate priorities/goals | 1 | 2 | 3 | 4 | 5 |
| 3. Exhibits professional behavior and attitude | 1 | 2 | 3 | 4 | 5 |
| 4. Supports and contributes to a team atmosphere | 1 | 2 | 3 | 4 | 5 |

CONCORD UNIVERSITY

Sociology Internship Employer Evaluation Form • Page 2 of 2

Student: _____ Organization: _____

G. Organizational Effectiveness Skills

- | | | | | | |
|--|---|---|---|---|---|
| 1. Seeks to understand & support organization's mission/goals | 1 | 2 | 3 | 4 | 5 |
| 2. Fits in with the norms and expectations of the organization | 1 | 2 | 3 | 4 | 5 |

H. Basic Work Habits

- | | | | | | |
|--|---|---|---|---|---|
| 1. Reports to work as scheduled and on-time | 1 | 2 | 3 | 4 | 5 |
| 2. Exhibits a positive and constructive attitude | 1 | 2 | 3 | 4 | 5 |
| 3. Dress and appearance are appropriate for the organization | 1 | 2 | 3 | 4 | 5 |

I. Character Attributes

- | | | | | | |
|---|---|---|---|---|---|
| 1. Brings sense of values and integrity to job | 1 | 2 | 3 | 4 | 5 |
| 2. Behaves in ethical manner | 1 | 2 | 3 | 4 | 5 |
| 3. Respects diversity (religious/cultural/ethnic) of co-workers | 1 | 2 | 3 | 4 | 5 |

Overall Performance of the Intern (Select One)

Outstanding Good Average Poor Unsatisfactory

Any additional comments regarding above elements marked 3 or lower, or about intern's performance

Based upon this intern's performance, my organization would (Select One)

Absolutely Welcome Another Intern Consider Another Intern Not be Interested in the Future

Evaluator's Signature: _____ Date: _____

Title/Position: _____ Phone: _____

Thank you for allowing this Sociology Internship!!!