

Employ/Instructor Evaluation of Student Performance

Student: _____ ID#: _____

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

If any criteria are not applicable to this internship experience, please leave the response blank.

A. Ability to Learn

1 2 3 4 5

- 1. Asks pertinent and purposeful questions
- 2. Seeks out and utilizes appropriate resources
- 3. Accepts responsibility for mistakes and learns from experiences

B. Reading/Writing/Computation Skills

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

C. Listening & Oral Communications Skills

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

D. Creative Thinking & Problem Solving Skills

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

E. Professional & Career Development Skills

- 1. Exhibits self-motivated approach to work
- 2. Demonstrates ability to set appropriate priorities/goals
- 3. Exhibits professional behavior and attitude

F. Interpersonal & Teamwork Skills

- 1. Manages and resolves conflict in an effective manner
- 2. Supports and contributes to a team atmosphere
- 3. Demonstrates assertive but appropriate behavior

G. Organizational Effectiveness Skills

- 1. Seeks to understand and supports the organization's mission/goals
- 2. Fits in with the norms and expectations of the organization
- 3. Works within appropriate authority and decision-making channels

H. Basic Work Habits

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

I. Character Attributes

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

J. Technical Knowledge, Skills, and Abilities

- 1. Demonstrates competency in field of study
- 2. Able to work independently or with minimal supervision after training
- 3. Demonstrates technical competency using computer and other equipment

K. Comments:

L. Overall Performance

Unsatisfactory Poor Average Good Outstanding

Employer/instructor Signature: _____

Date: _____

Title/Position: _____

Telephone: _____

Email: _____

*Please return this form to Department Head, Department of Fish and Wildlife Conservation,
Virginia Tech, Blacksburg, VA 24061- 0321 or email to dkeith@vt.edu*