

Texas A&M University
Department of Information and Operations Management
Employer's Evaluation of Student Intern Information – ISTM/SCMT 484

Instructions

Please complete the evaluation form and submit it to the Information and Operations Management Student Services Office via e-mail (INFOStudentServices@mays.tamu.edu). **The e-mail must come directly from the supervisor on record. It cannot be submitted by someone else on behalf of the supervisor.**

The INFO Student Services Office will route the evaluation to the faculty supervisor for review.

Comments are required. Please be sure to provide thoughtful comments that will assist us in understanding the quality of the student's performance. This information is imperative in order for the appropriate grade to be assigned.

The evaluation must be signed by the supervisor and is due by the deadline listed below; however, if necessary, revisions may be made to the evaluation and the report may be resubmitted at the end of the internship.

Deadline

August 15

Texas A&M University
Department of Information and Operations Management
Employer's Evaluation of Student Intern Form – ISTM/SCMT 484

Student Information

Name: _____ UIN: _____
 E-mail Address: _____ Phone: _____

Employer Information

Company Name _____
 Supervisor Name _____
 E-mail Address: _____ Phone: _____

SKILL (Please check appropriate responses)	Exceeds Standards	Meets Standards	Needs Some Improvement	Needs Much Improvement
1. Possesses necessary technical knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Adapts to changing work assignments and situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Able to cooperate and work with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please comment on deficiencies or exceptional points:				

PERFORMANCE	Exceeds Standards	Meets Standards	Needs Some Improvement	Needs Much Improvement
4. Listens and carries out instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Works effectively without close supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Meets deadlines and schedules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Produces acceptable quality of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Produces acceptable quantity of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please comment on deficiencies or exceptional points:				

JUDGMENT	Exceeds	Meets	Needs Some	Needs Much
9. Demonstrates ability to make decisions or seek appropriate help	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Shows problem solving ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please comment on deficiencies or exceptional points:				

ATTITUDE	Exceeds	Meets	Needs Some	Needs Much
11. Accepts responsibility and is a self-starter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Exhibits interest and enthusiasm about the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Maintains appropriate dress and grooming habits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Maintains good attendance and tardiness record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Adheres to organizational regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please comment on deficiencies or exceptional points:				

Additional comments about performance and/or areas for improvement:

SUPERVISOR'S OVERALL EVALUATION OF STUDENT'S PERFORMANCE

<input type="checkbox"/>	Excellent Performance	Student exceeded expectations
<input type="checkbox"/>	Above Expectations	Student performed better than expected
<input type="checkbox"/>	Met Expectations	Student performed satisfactorily
<input type="checkbox"/>	Below Expectations	Student requires improvement

Evaluation has been discussed with student Yes No

Number of weeks worked during present assignment:
Average number of hours/week worked during assignment:
Supervisor's Name: **Phone:**
Supervisor's Signature: **Date:**
Supervisor's E-mail: