R1 Work-Based Learning

Employer Evaluation Form

A key part of the internship is learning on the worksite. The evaluation should provide an honest appraisal of the student's performance. All Richland One students in career-ready work-based learning experiences (apprenticeships, internships, or cooperative education) must have **two employer evaluations** on file.

The immediate supervisor should complete this form based on expectations for a young professional in the career field.

For questions, contact **Dr. Charnice Starks-Ray** at charnice.starks-ray@richlandone.org or 803-735-3325.

Date	
Student Name (First and Last)	
Worksite Name	
Supervisor Name (First and Last)	
Supervisor Email or Phone Number	
List job duties or tasks performed by the intern.	
Total number of hours the intern worked at the business/industry.	

Please evaluate the intern's performance based on the following scale.

KEY: Evaluation Score

1 – Improvement Needed: Needs a plan to improve this skill
2 – Developing: Building the skill; learning to address challenges
3 – Competent: Demonstrates the skill effectively
4 – Proficient: Consistently demonstrates the skill; shows initiative
5 – Advanced: Exceeds expectations; works independently and serves as a role model

Accountability: The student displays responsible behaviors by performing consistently, asking questions for clarity, and being reliable in all situations; arrives on time and prepared for work; provides sufficient notice if unable to report to work.		Improvement Needed
		Developing
		Competent
		Proficient
		Advanced
Interpersonal Skills: Skills used to interact with others properly and professionally, including everything from communication and listening to attitude, behavior and manners, collaborates with others.		Improvement Needed
		Developing
		Competent
		Proficient
		Advanced

Student Name: _____

Integrity: Treating others with honesty, fairness and respect in all situations		Improvement Needed
		Developing
		Competent
		Proficient
		Advanced
Critical Thinking: Knows how to locate necessary information to perform tasks		Improvement Needed
		Developing
		Competent
		Proficient
		Advanced
Perseverance: Continued effort to do or achieve something despite difficulty, failure, opposition or delay in achieving success.		Improvement Needed
		Developing
		Competent
		Proficient
		Advanced
Workplace Policy/Culture: Exhibits understanding of workplace culture and policy, complies with health and safety rules, adheres to cell phones usage policy.		Improvement Needed
		Developing
		Competent
		Proficient
		Advanced
Willingness to Take Risks: Having the courage to step out of comfort zones and take reasonable risks to achieve goals and personal growth.		Improvement Needed
		Developing
		Competent
		Proficient

Based on the mutually agreed upon work performance competencies listed above, please answer the following questions.

Considering the duration of time spent with you, how would you rate the student's performance?		On Target
		Average
		Below Target
Based on the amount of instruction provided, will the student met the apprenticeship/internship goals?		On Target
		Average
		Below Target
How would you rate the student's willingness to learn and achieve the workplace competencies?		On Target
		Average
		Below Target
Any additional comments:		

I hereby declare that the information provided is true and correct.

_____ _____

Signature Date

Student Name: _____