Appendix C
Site Supervisor/Company Internship Evaluation

Company
Name:___________________________________
Supervisor
Name:___________________________________
Email
Address:_________________________________

INTERN EXPECTATIONS
What initially led you to hire an intern?
________________________________________

What expectations did you have for the intern?
________________________________________

Which of the following best describes the Internship Job Description?
______Entry Level
______Special Projects
______Supervisor/Management
______Other ______________________________

INTERN EVALUATION
On a scale of 1-5, 5=Outstanding, 3=Good, and 1= Poor

Please rate intern on the following:
______Personal Organization
______Individual Initiative
______Analytical Skills
______Presentation Skills
______Oral Communication Skills
______Written Communication Skills
______Team Skills

Was the intern prepared for the internship in the following areas?
______Personal Organization
______Individual Initiative
______Business Knowledge/Skills
______Analytical Skills
______Presentation Skills
______Oral Communication Skills
______Written Communication Skills
______Team Skills
______Supervisory/Management Skills

What areas do you believe the intern most benefited from the experience?
________________________________________

What is the best timeline for Interns with your company?
______Intern working 1-2 full days per week
______Intern working 2-3 hours per day, 3-4 days per week
______Intern working part-time hours 5 days per week
______No preference

PROGRAM EVALUATION
Did your company benefit from this Internship?
______Yes
______No

Does your company hire interns for permanent employment?
______Yes
______No

Would you be interested in future Interns?
______Yes
______No

Does your company employee interns from other universities?
______Yes
______No

*If Yes, how do Tabor interns compare using the 1-5 Scale __________

What could the Tabor School do to better prepare future interns?
________________________________________

Thank you for your time. Your participation is of great benefit to our students and our program. Please return this form in the Business Reply Envelope or fax to:
Tabor School of Business at 217-424-6286