1. **Give us real work!**
   It cannot be said too many times that interns want to work and learn. An internship can help you with projects and assignments that may not get accomplished otherwise. If you have brought on an intern as a recruitment tool, the work produced allows you to assess their abilities. It just makes sense to utilize your interns well.

2. **Do what you say, and say what you do!**
   Be honest with your interns about what they can expect during their internships. If the job will require stuffing some envelopes, then make that clear. But if you tell the intern they will be researching a project, and they spend 90% of their time doing “grunt work,” then bad feelings may develop. Honesty does not cost you anything, and it will make the interns feel that much more prepared and productive.

3. **We like feedback!**
   Remember that interns are students, and they may not have the business skills, experiences and workplace behaviors that you take for granted. If your intern makes a mistake, use this as a “teaching moment” and pull him or her aside and explain how the situation should be handled in the future.

4. **We want to be included too!**
   Is there a staff meeting that they can attend? Can they quietly tag along to that next project meeting? Head to lunch with a couple of people in the office? Please include them in the daily life of your workplace. After all, if you provide a little more perspective on the intern’s work, the product will be much better.

5. **Please explain.**
   When you assign work, make sure you give a detailed explanation. While the work may seem trivial and obvious to you, it may not be obvious to someone who has never done it before. Patience and a few extra minutes at the beginning will pay off later when your intern can produce good work independently.
6. **I WANT A MENTOR!**
   Make sure that interns have mentors or supervisors to provide guidance. Identify those who truly like to teach and train, and the experience will be even better.

7. **A MINUTE OF YOUR TIME PLEASE.**
   The best mentor in the world is useless if he or she cannot or will not spend the necessary time mentoring. As newcomers, interns may not speak up if they are feeling ignored, so the burden of making sure they are okay is on the mentor. If the busiest person in the office wants to be the designated mentor, he or she should schedule regular times to meet with the intern.

8. **BE PREPARED!**
   That wonderful day has arrived and the intern begins his/her internship only to learn that no one knew they were coming, and there is no place for them to work.

9. **UM…I NEED A CHAIR.**
   It is amazing how many employers hire an intern and do not think about the fact that they will need a desk, chair, phone and a computer to perform assigned tasks. It is no fun, and inefficient to move an intern from desk to desk as people are out one day to the next. If you want to get a job done, you need to supply the intern with the tools to do the job.

10. **SHOW ME THE MONEY (AS BEST YOU CAN).**
    While each internship is different, and each industry has its own personality, remember that interns have expenses. Your organization may not be in a position to pay much, but anything can help. Maybe you can help pay for their parking, take them to lunch every so often, or develop some other creative way to assist them.
**Internship Position Description**

Date to Post: __________________________ Application Deadline: __________________________

**Internship Information**

Internship Title: __________________________________________________________

Internship Description (Duties and Responsibilities):

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Required: Major/Degree: ______________________________________________________

____________________________________________________________________________

Desired: Major/Degree: ______________________________________________________

____________________________________________________________________________

Required Qualifications: ______________________________________________________

Desired Qualifications: ______________________________________________________

Please circle those that apply:

- Internship: Unpaid     Paid     $_________ hourly

- Available for Academic Credit: Yes     No

- Period of Employment: Fall     Spring     Summer     Academic Year     Ongoing

- Please check one: Full-time     Part-time     Other: __________________________

- Is there a chance for employment after Internship: Yes     No     Other: ________________

- Desired Qualifications: Freshman     Sophomore     Junior

- Senior     Grad student/MBA     Other
<table>
<thead>
<tr>
<th>COMPANY INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internship Supervisor Name: ____________________________</td>
</tr>
<tr>
<td>Internship Supervisor Title: ____________________________</td>
</tr>
<tr>
<td>Department: ____________________________</td>
</tr>
<tr>
<td>Company Address: ______________________________________</td>
</tr>
<tr>
<td>City: __________________ State: __________________________ ZIP: ____________________</td>
</tr>
<tr>
<td>Company Description: __________________________________</td>
</tr>
</tbody>
</table>

| Phone: _______ Fax: _______ Email: _______ |
|_________|
| Is your company a non-profit organization: No Yes |
| Is the Internship at a different location: No Yes If yes, where? ____________________________ |
| Is this Internship located nationwide: No Yes |

<table>
<thead>
<tr>
<th>APPLICATION INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please circle all that apply:</td>
</tr>
<tr>
<td>Application Process: Cover letter Resume GPA Phone Interview In—person Interview</td>
</tr>
<tr>
<td>Send resume by: Email Fax Mail In-person Other: ____________________</td>
</tr>
</tbody>
</table>

| Additional Requests: ____________________ |
# Employer Evaluation of Student Intern

**Student:** __________________________________________  **Organization:** __________________________________________

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Exceptional (Always demonstrates this ability; consistently exceeds expectations)</td>
<td></td>
<td></td>
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<tr>
<td>2</td>
<td>Commendable (Usually demonstrates this ability; sometimes exceeds expectations)</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Fair (Sometimes demonstrates this ability; meets expectations)</td>
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<td></td>
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</tr>
<tr>
<td>4</td>
<td>Uncomplimentary (Seldom demonstrates this ability; rarely meets expectations)</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Unsatisfactory (Never demonstrates this ability; does not meet expectations)</td>
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</tr>
</tbody>
</table>

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

### A. Ability to Learn

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
3. Works with mathematical procedures appropriate to the job

### C. Listening and Oral Communication 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 and 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 and 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 and 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 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
3. Works within decision-making channels: 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

### J. Open Category: Industry-Specific Skills

Are there any skills or competencies that you feel are important to the profession or career-field (represented by your organization) that have not been previously listed in this evaluation? If so, please list these skills below and assess the intern accordingly.

1. \[ \text{Rating: 1 2 3 4 5} \]
2. \[ \text{Rating: 1 2 3 4 5} \]
3. \[ \text{Rating: 1 2 3 4 5} \]

### K. Comments:

### L. Overall Performance (if I were to rate the intern at the present time)

<table>
<thead>
<tr>
<th>Outstanding</th>
<th>Good</th>
<th>Average</th>
<th>Poor</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
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<tr>
<td>5</td>
<td>6</td>
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<td>10</td>
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</tbody>
</table>

This assessment was reviewed with intern on (Month/Day/Year) ________________________________

Evaluator’s Signature: ________________________________ Date: ________________________________

Title/Position: ________________________________ Phone: ________________________________
# Student Evaluation of Internship

Please respond to the following questions regarding your internship experience and site. The purpose of this form is to provide opportunity for honest appraisal of your current internship experience.

Your Name: ___________________________ Date: ___________________________

Organization: ___________________________ Semester/Year: ___________________________

Location: ___________ ___________ ___________  

Supervisor: ___________________________

---

1. Please rate the following aspects of your internship experience on the basis of this scale:

| Physical environment is safe | 1 Excellent | 2 Good | 3 Fair | 4 Poor |
| An orientation was provided to the organization | 1 | 2 | 3 | 4 |
| Adequate resources were available to accomplish projects | 1 | 2 | 3 | 4 |
| Co-workers were accepting and helpful | 1 | 2 | 3 | 4 |

---

| Supervisor provided a clear job description | 1 | 2 | 3 | 4 |
| Regular feedback was provided on my progress and abilities | 1 | 2 | 3 | 4 |
| An effort was made to make it a learning experience for me | 1 | 2 | 3 | 4 |
| Supervisor provided levels of responsibility consistent with my abilities | 1 | 2 | 3 | 4 |
| Supervisor was supportive of the agreed-upon work days and hours | 1 | 2 | 3 | 4 |

---

| Work experience related to my academic discipline and/or career goal | 1 | 2 | 3 | 4 |
| Opportunities were provided to develop my communication skills | 1 | 2 | 3 | 4 |
| Opportunities were provided to develop my interpersonal skills | 1 | 2 | 3 | 4 |
| Opportunities were provided to develop my creativity | 1 | 2 | 3 | 4 |
| Opportunities were provided to develop my problem-solving abilities | 1 | 2 | 3 | 4 |
| This experience has helped prepare me for the workplace | 1 | 2 | 3 | 4 |

---

### Overall Value Rating for this Internship

1 2 3 4

---

Feel free to explain any of your responses to the above criteria here (use other side if necessary):

1. Would you work for this supervisor again? **Yes**  **No**  **Uncertain**
2. Would you work for this organization again? **Yes**  **No**  **Uncertain**
3. Would you recommend this organization to other students? **Yes**  **No**  **Uncertain**