

KHS INTERNSHIP EVALUATION

Business Name:					
Intern Name:		Mentor Name:		KHS Counselor Name:	
Job Title:		Worksite:			
Start Date:		Review Date:			
Please refer to the "Evaluation Grading Scale: General Key" (at the end of this page) for more detailed grading descriptions of "Unsatisfactory," "Needs Improvement," "Meets Expectations" and "Exceeds Expectations" cited in the next row.					
PERFORMANCE SKILLS	PERFORMANCE EXPECTATIONS	Unsatisfactory (1)	Needs Improvement (2)	Meets Expectations (3)	Exceeds Expectations (4)
ATTENDANCE	Understanding work expectations for attendance and adhering to them. Notifying supervisor in advance in case of absence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PUNCTUALITY	Understanding work expectations for punctuality. Arriving on time for work, taking and returning from breaks on time, and calling supervisor prior to being late.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORKPLACE APPEARANCE	Dressing appropriately for position and duties. Practicing personal hygiene appropriate for position and duties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TAKING INITIATIVE	Participating fully in task or project from initiation to completion. Initiating interaction with supervisor for next task upon completion of previous one.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QUALITY OF WORK	Giving best effort, evaluating own work, and utilizing feedback to improve work performance. Striving to meet quality standards and providing optimal customer service.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RESPONSE TO SUPERVISION	Accepting direction, feedback, and constructive criticism with positive attitude and using information to improve work performance. Being flexible when nature of work changes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LISTENING ACTIVELY & RESPONDING APPROPRIATELY	Able to give full attention to what other people are saying (in English), ask questions as appropriate, and understand what was heard.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SOLVING PROBLEMS & MAKING DECISIONS	Able to identify the nature of a problem, evaluate various ways of solving the problem, and select the best alternative.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COOPERATING WITH OTHERS	Able to interact and communicate with others in a friendly and courteous way. Shows respect for others' ideas and opinions. Adjusts one's actions to take into account the needs of others and/or the task to be accomplished.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RESOLVING CONFLICT & NEGOTIATING WELL	Able to identify the source of conflict, suggest options to resolve it, and help parties in conflict to reach a mutually satisfactory agreement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OBSERVE CRITICALLY	Carefully attends to visual sources of information. Evaluates the information for accuracy, bias, and usefulness. Develops a clear understanding of the information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TAKE RESPONSIBILITY FOR LEARNING	Identifies one's strengths and weaknesses. Sets goals for learning. Identifies and pursues opportunities for learning. Monitors one's progress toward learning these goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
READ WITH UNDERSTANDING	Able to read print materials (in English) in a variety of formats (signs, books, instruction sheets, forms, charts, etc.) to locate, understand, and use the information they contain.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SOLVE PROBLEMS USING MATH	Able to work with mathematical information (numbers, symbols, etc.), procedures, and tools to answer a question, solve a problem, verify the reasonableness of results, make a prediction, or carry out a task that has a mathematical dimension.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Based on your knowledge about this employee, how would you rate his/her overall work performance?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Based on this employee's work performance, how likely would you be to re-hire this employee if you had the opportunity to do so?		<input type="checkbox"/> <i>Very Unlikely</i>	<input type="checkbox"/> <i>Unlikely</i>	<input type="checkbox"/> <i>Likely</i>	<input type="checkbox"/> <i>Very Likely</i>

EVALUATION GRADING SCALE: GENERAL KEY

Unsatisfactory (1)	Needs Improvement (2)	Meets Expectations (3)	Exceeds Expectations (4)
Is not yet demonstrating the skills required for the position and needs to have a formal plan for improving skills. May need additional training.	Inconsistent in demonstrating and developing skills for the position, but development is needed.	Demonstrates the skills required for the position with rare exception, and shows initiative in improving skills.	Consistently demonstrates skills required for the position. Often exceeds expectations and has emerged as leader that improves overall team.

Student Signature: _____

Supervisor Signature: _____

Date: _____

Date: _____