|  |  |
| --- | --- |
|  |  DIVISION OF VOCATIONAL REHABILITATION (DVR) **Internship: Customer Evaluation** |
| YOUR NAME | COMPANY NAME |
| SUPERVISOR’S NAME | DATE | YOUR POSITION OR ASSIGNMENT |
| **Part 1. Performance Scale** |
| Please complete this evaluation at the end of the internship. You are encouraged to discuss the completed form with your host employer and DVR staff. Please use the scale below to evaluate your performance in the areas below. |
| **1** | **2** | **3** | **4** | **5** | **6** |
| Need more training or education | Performing below expectations | Acceptable performance | Above average performance | Superior performance | Not applicable |
| **General Workplace Performance:** 1 2 3 4 5 6Attendance and punctuality [ ]  [ ]  [ ]  [ ]  [ ]  [ ] Verbal and written communication skills [ ]  [ ]  [ ]  [ ]  [ ]  [ ] Appropriately groomed and dressed [ ]  [ ]  [ ]  [ ]  [ ]  [ ] Ability to get along with others [ ]  [ ]  [ ]  [ ]  [ ]  [ ] Ability / willingness to accept supervision [ ]  [ ]  [ ]  [ ]  [ ]  [ ] Professional and ethical behavior [ ]  [ ]  [ ]  [ ]  [ ]  [ ] Self-motivation and advocacy [ ]  [ ]  [ ]  [ ]  [ ]  [ ] Taking initiative to ask questions [ ]  [ ]  [ ]  [ ]  [ ]  [ ] Met deadlines and sets priorities [ ]  [ ]  [ ]  [ ]  [ ]  [ ] Ability to follow instructions [ ]  [ ]  [ ]  [ ]  [ ]  [ ] **How would you assess your overall intern experience?**[ ]  Outstanding [ ]  Above average [ ]  Satisfactory [ ]  Below average [ ]  Unsatisfactory |
| **Part 2. Optional** |
| This section gives you the opportunity to reflect on your internship experience. |
| What do you consider your major strengths to be? |
| Where could you improve? |
| Were you able to meet the specific skills needed for this job (for example, fine and gross motor skills, ability to stay on task without distractions, familiarity with other specific tasks)? |
| Other comments or recommendations? |
| Would you be interested in:[ ]  Looking for jobs in this industry[ ]  Applying for a similar job at another company [ ]  Applying for a job at this company**Thank you for your time to complete this evaluation!** |