ArchSt 4940 – Internship

EMPLOYER EVALUATION
of Student Intern

Department of Architectural Studies
College of Human Environmental Sciences
University of Missouri-Columbia
137 Stanley Hall, Columbia, MO 65211
(573) 882-7224 • FAX (573) 884-6679 •

Student ____________________________ Term of employment ____________

TOTAL # of hours worked __________

Circle appropriate boxes:

<table>
<thead>
<tr>
<th>ENTHUSIASM</th>
<th>COURTESY &amp; TACT</th>
<th>CREATIVITY &amp; DESIGN IDEAS</th>
<th>DRAFTING</th>
<th>CURRENT DESIGN AWARENESS</th>
<th>INITIATIVE</th>
<th>APPEARANCE</th>
<th>VOICE &amp; SPEECH</th>
<th>PUNCTUALITY &amp; ATTENDANCE</th>
<th>PRODUCTION</th>
<th>KNOWLEDGE OF MERCHANDISE</th>
<th>ADAPTABILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eagerness and keen interest are apparent</td>
<td>Treats others tactfully and courteously at all times</td>
<td>Exciting, original</td>
<td>Well executed, fast and competent</td>
<td>Continually learning, sensitive use apparent</td>
<td>Understands quickly, very resourceful, has good ideas</td>
<td>Immaculate and appropriate</td>
<td>Exceptionally clear, readily understood</td>
<td>Always on time</td>
<td>Free from error; careful and accurate</td>
<td>Constantly improving knowledge of stock, very helpful giving merchandise information accurately</td>
<td>Well-adapted, works well on own and with other employees</td>
</tr>
<tr>
<td>Above average interest in job</td>
<td>Usually tactful and courteous</td>
<td>Better than average</td>
<td>Good quality</td>
<td>Above average awareness and applies information</td>
<td>Usually quick to understand, has some good ideas</td>
<td>Neat</td>
<td>Pleasant, speaks distinctly</td>
<td>Rarely late</td>
<td>Work is generally thorough</td>
<td>Usually very helpful and correct, sometimes volunteers information</td>
<td>Well-adapted</td>
</tr>
<tr>
<td>Interested and happy on the job</td>
<td>Adequate, could be more tactful sometimes</td>
<td>Acceptable work</td>
<td>Generally accurate but slow</td>
<td>Adequate knowledge and use</td>
<td>Understands routine situations, could be more alert</td>
<td>Well-groomed most of the time</td>
<td>Sometimes indistinct</td>
<td>Occasionally late</td>
<td>Acceptable, minimum required</td>
<td>Learns enough to get by</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>Lacks enthusiasm</td>
<td>Sometimes abrupt or tactless</td>
<td>Work cannot be used</td>
<td>Work cannot be used</td>
<td>Information not used or is lacking</td>
<td>Often misunderstands, requires constant supervision</td>
<td>Careless appearance</td>
<td>Indistinct, difficult to understand</td>
<td>Frequently tardy or absent</td>
<td>Too many errors, wastes time</td>
<td>Doesn’t remember merchandise information or use it well</td>
<td>Unsuitable for job</td>
</tr>
</tbody>
</table>

☐ Evaluation should be kept confidential.

☐ Evaluation may be shared with student.

Firm ____________________________ Sponsor Signature ______________ Date ____________

Return to ArchSt Internship Adviser, 137 Stanley Hall, University of Missouri, Columbia, MO 65211