

## Student Appraisal Review

Return completed form to the Missouri State University Career Center

The student's immediate internship/co-op supervisor is asked to provide a candid evaluation of the student's performance. Honest, constructive criticism is solicited. The information will be used by the student's internship/co-op advisor in the career and academic guidance of the student and to assist in determining the course grade. **We encourage you to discuss the appraisal with the student.** This will be part of the internship/co-op file and is subject to student review.

Student Name \_\_\_\_\_

Employing Firm \_\_\_\_\_

Immediate Supervisor \_\_\_\_\_

### PERFORMANCE LEVELS

- S = Superior Is significantly above the proficiency level; exceeds most standards and expectations
- P = Proficient Is fully satisfactory; meets standards and expectations, may exceed several
- N = Needs improvement Comes close to meeting standards and expectations but shows need for improvement
- U = Unsatisfactory Is significantly below the proficiency level; meets few standards and expectations - rapid improvement is required to retain position.

OVERALL EVALUATION OF PERFORMANCE \_\_\_\_\_

EVALUATORS SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_ DATE \_\_\_\_\_

### PERFORMANCE REVIEW *use above listed performance levels*

ACHIEVEMENT OF WORK ASSIGNMENTS - provide supporting evidence

Quality of work		Rating	<input type="text"/>
Quantity of work		Rating	<input type="text"/>
Ability to learn on the job		Rating	<input type="text"/>
Adequate academic background for position		Rating	<input type="text"/>

# Student Appraisal Review Continued

## WORK RELATED ACTIVITIES - provide supporting evidence

Interest in work	<input type="text"/>	Rating	<input type="text"/>
Initiative	<input type="text"/>	Rating	<input type="text"/>
Judgement	<input type="text"/>	Rating	<input type="text"/>
Adaptability	<input type="text"/>	Rating	<input type="text"/>
Overall attendance	<input type="text"/>	Rating	<input type="text"/>

## ORGANIZATION - provide supporting evidence

Time management	<input type="text"/>	Rating	<input type="text"/>
Planning	<input type="text"/>	Rating	<input type="text"/>

## RELATIONS WITH OTHERS - provide supporting evidence

Ability to get along with co-workers	<input type="text"/>	Rating	<input type="text"/>
Acceptance of constructive criticism/suggestion	<input type="text"/>	Rating	<input type="text"/>

## COMMUNICATION SKILLS - provide supporting evidence

Oral communication	<input type="text"/>	Rating	<input type="text"/>
Written communication	<input type="text"/>	Rating	<input type="text"/>

## ACCOMPLISHMENTS - optional

Describe any noteworthy projects or accomplishments the student has completed during this internship	<input type="text"/>
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Student comments (optional)

STUDENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_