

ECP CAREER ADVISER INTERNSHIP EVALUATION FORM

Internship Student _____

Date _____

Career Adviser _____

Site _____

WORK ETHICS	NEEDS IMPROVEMENT ✓	MEETS REQUIREMENTS ✓	EXCEEDS EXPECTATIONS ✓
Attendance: Arrives/leaves on time; notifies employer in advance of planned absences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Character: Displays loyalty, honesty, reliability, trustworthiness, dependability, self-discipline, initiative, self-responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork: Respects the rights of others, respects confidentiality; is a team player, is cooperative; is assertive, displays a customer service attitude; seeks opportunities for continuous learning, and demonstrates mannerly behavior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appearance: Displays appropriate dress, grooming, hygiene and etiquette.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitude: Demonstrates a positive attitude; appears self-confident; has realistic expectation of self.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Productivity: Follows safety practices; conserves materials; keeps work area neat and clean; follows directions and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizational Skills: Exhibits skill in prioritizing and management of time and stress; demonstrates flexibility in handling change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperation: Displays leadership skills; appropriately handles criticism, conflicts, and complaints; demonstrates problem-solving capability; maintains appropriate relationships with career adviser and peers; follows chain of command	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respect: Deals appropriately with cultural/racial diversity; does not engage in harassment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication: Displays appropriate nonverbal (eye contact, body language) and oral listening (telephone etiquette, grammar) skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(Over)

LIST THE INTERNS 3 MAJOR ATTRIBUTES AS YOU SEE THEM:

- 1. _____
- 2. _____
- 3. _____

LIST THE INTERNS 3 LIABILITIES AS YOU SEE THEM:

- 1. _____
- 2. _____
- 3. _____

LIST 3 SPECIFIC GOALS THE INTERN SHOULD PURSUE:

- 1. _____
- 2. _____
- 3. _____

How many times has your student intern come to work with you during the semester?

Please circle one: (1-5) (6-10) (11-15) (16-20) (21 or more)

At this point, do you feel that your student intern has put forth the time and effort needed to accomplish the objectives of his or her internship project? Please provide specific comments below. Feel free to attach additional sheets if necessary.

Career Adviser Signature

Date

On behalf of the students, parents, faculty and administrators in the Champaign Unit 4 School District and the Education to Careers and Professions Program (ECP) we want to thank you for volunteering your time and expertise with one of our senior students. Please use the postage paid envelope attached to mail your form back to the ECP class instructor.