

**North Dakota State University
Department of Animal Sciences
Evaluation of Student Intern**

This evaluation form is regarding the undergraduate student ("Student") interning with the respective Cooperating Agent or Employer ("Cooperator"). It should be initiated by the Student and completed by the Cooperator.

Cooperator Contact Name

Name of Student

Company Name

Work Period

Location

Average No. Hours Worked per Week

Phone or Email

Brief Internship Job Description

Please evaluate the Student objectively in the following areas. For each area, select the score most appropriate. Specific comments and/or critiques are encouraged to help the Student improve performance. Please note that the use of "work" and "employee" should be interpreted the same even if the Student was unpaid.

Relationship with others

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | |
|-------------------|---|------------------------------------|---|---|---------|------------------------------------|---|-------------------------------------|--|
| Not a team player | | Below average relationship ability | | | Average | Above average relationship ability | | Works well with others or in a team | |
| Comments: | | | | | | | | | |

Attitude

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | |
|---------------------------------------|---|---|---|---|---------|----------------------------------|---|--------------------------|--|
| Poor attitude, complained excessively | | Tended to be unhelpful, complained occasionally | | | Average | Helpful, generally good attitude | | Cheery, helpful attitude | |
| Comments: | | | | | | | | | |

Judgement

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|---|---|---|---|---|---|---|---|---|
|---|---|---|---|---|---|---|---|---|

| | | | | |
|---|--|---------|---|----------------------------|
| Poor judgement, made decisions that were possibly harmful or unsafe | Questionable judgement skills, not allowed to work independently | Average | Good judgement skills, could work independently | Showed excellent judgement |
| Comments: | | | | |

Dependability

| | | | | | | | | |
|--|---|---|---|---------|--|---|------------------------------------|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| Not dependable, could not be left unsupervised | | Generally undependable, left tasks unfinished | | Average | Generally dependable, completed tasks and work | | Always dependable, a good employee | |
| Comments: | | | | | | | | |

Attendance

| | | | | | | | | |
|---|---|---|---|---------|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| Did not show up for work on a regular basis | | Missed several days of work, did not have good excuse | | Average | Missed one or two days, but provided an adequate reason | | Never missed a day when expected to be at work except for illness | |
| Comments: | | | | | | | | |

Punctuality

| | | | | | | | | |
|-----------------------------|---|--|---|---------|-------------|---|-----------------|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| Showed up late all the time | | Consistently late for work, but some days were on time | | Average | Rarely late | | Always punctual | |
| Comments: | | | | | | | | |

Initiative

| | | | | | | | | |
|--|---|--|---|---------|--|---|--|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| No initiative, needed to be told to do things multiple times | | Took little initiative to start tasks without being told | | Average | Took some initiative when it was presented to them | | Would seek out new opportunities or quickly take to tasks without being told | |

| | |
|-----------|--|
| Comments: | |
|-----------|--|

Quantity of work

| | | | | | | | | |
|----------------------------|---|-------------------------------------|---|---------|------------------------------------|---|-----------------------------------|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| Left many tasks unfinished | | Did not complete some work or tasks | | Average | Completed as much work as expected | | Completed work above expectations | |
| Comments: | | | | | | | | |

Quality of work

| | | | | | | | | |
|--|---|---|---|---------|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| Poor quality of work, tasks not completed properly, many things had to be redone | | Work was below average, some things needed to be redone | | Average | Good quality work, no issues with completed tasks | | High quality work, as good as full-time employees | |
| Comments: | | | | | | | | |

Overall performance

| | | | | | | | | |
|--|---|---|---|---------|--------------------------------------|---|--|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| Failed. Poor work ethic, skills, and communication skills. Student must change to be a successful employee | | Marginal, needs to improve skills and/or attitude to be a successful employee | | Average | Very good, will make a good employee | | Excellent, would like to hire after graduation | |
| Comments: | | | | | | | | |

Other comments or pertinent evaluation information:

Signatures:

Cooperator: By signing, you agree that the information provided is accurate and correct, to the best of your knowledge.

_____ Date: _____

Reviewed by the Internship Coordinator:

_____ Date: _____

Current Internship Coordinator for the ANSC Department:

Blaine Novak, M.S.

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