**Appendix B - Intern Evaluation Form (to be filled by Supervisor)**

Please complete the following 2-page evaluation form. The form can be used to structure a final summative conversation and conference with the intern, as the culminating event of the Internship Experience. You are free to share the evaluation and your responses with the Interns. We need you to return it to the Business Administration Department, as we will also be using this for purposes of program improvement. In the event that there were multiple supervisors, just complete the sections applicable to the work done under your supervision. Please complete this evaluation form and return it to Dr. Selahattin Bekmez [sbekmez@na.edu](mailto:sbekmez@na.edu)

Intern Name :

Internship Period:

Company Name :

Supervisor Name and Signature:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Rate your intern's preparation and performance in the following areas:** | **Excellent** | **Very Good** | **Satisfactory** | **Needs Improvement** | **Unsatisfactory** |
| Arrived at the appointed time |  |  |  |  |  |
| Behaved in a professional manner |  |  |  |  |  |
| Dressed appropriately |  |  |  |  |  |
| Effectively performed assignments |  |  |  |  |  |
| Showed ability to work with limited supervision |  |  |  |  |  |
| **Rate your intern’s skill sets:** |  |  |  |  |  |
| Application of management and analytical skills |  |  |  |  |  |
| Leadership and teamwork skills |  |  |  |  |  |
| Communication skills |  |  |  |  |  |
| Addressing and resolving ethical dilemmas |  |  |  |  |  |
|  |  |  |  |  |  |
| Overall rating of intern's performance and skill sets |  |  |  |  |  |

1. Describe how the intern’s performance benefited your company:
2. What were the intern’s strengths:
3. In what areas could the intern improve?
4. Other comments:

The candidate has successfully completed a minimum of 135-hour site supervised internship.

**Supervisor Signature Date**