

# Employer Student Intern Appraisal Form

Employer Directions: Please provide an accurate assessment of the following intern. This appraisal is a major component to the overall evaluation of the internship. Thank you for your support and we look forward to working with you in the future.

Intern Name: \_\_\_\_\_ Internship Term: \_\_\_\_\_

Employer/Organization: \_\_\_\_\_

|                                          | Very Poor<br>1 | Poor<br>2 | Average<br>3 | Good<br>4 | Excellent<br>5 | N/A |
|------------------------------------------|----------------|-----------|--------------|-----------|----------------|-----|
| Critical Thinking/Problem Solving        |                |           |              |           |                |     |
| Oral Communication Skills                |                |           |              |           |                |     |
| Written Communication Skills             |                |           |              |           |                |     |
| Teamwork/Collaboration                   |                |           |              |           |                |     |
| Technical Knowledge Related to Job       |                |           |              |           |                |     |
| Professionalism/Work Ethic               |                |           |              |           |                |     |
| Ability to Plan, Organize and Prioritize |                |           |              |           |                |     |
| Dependability                            |                |           |              |           |                |     |
| Flexibility/Adaptability                 |                |           |              |           |                |     |
| Attendance                               |                |           |              |           |                |     |
| Overall rating                           |                |           |              |           |                |     |

Comments:

Completed by: \_\_\_\_\_ title: \_\_\_\_\_ date: \_\_\_\_\_

Please return by email to: [lauren.christiansen@cortland.edu](mailto:lauren.christiansen@cortland.edu) or by mail to

Career Services Internship Office c/o Lauren Christiansen  
 Van Hoesen Hall, Room B-5  
 P.O. Box 2000  
 Cortland, NY 13045

Fax: 607-753-2937 Questions? 607-753-4715

**Thank you for supporting experiential education!**