



Intern Supervisor Final Report

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Please complete the following survey, have it signed by your supervisor, and return to the above address.

Name of Student: _____ Date: _____

Sponsoring Firm: _____ Phone number: _____

Supervisor: _____

How many hours did the student intern work under your direction? _____

Mark the box which best describes your impression of the intern characteristic and performance:

- | | | |
|------------------|------------------|-------------------|
| 1. Superior | 3. Average | 5. Unsatisfactory |
| 2. Above Average | 4. Below Average | |

	1	2	3	4	5	N/A
Personal Characteristics						
Attitude Toward Associates and Clients (teamwork; helpful; tactful; professional bearing)						
Dependability (Trustworthy; reliable; punctual; follows instructions)						
Personal Effectiveness (Enthusiasm; self-confidence; initiative; commonsense)						
Professional Appearance						
Professional Performance						
Technical Knowledge (Extent and depth for current assignment)						
Accuracy (Precise and meticulous attention to detail)						
Analytical ability and judgement (Recognizes and solves problems)						
Ability to Communicate						
Speed (Productivity; meets deadlines)						

Please give your evaluation of the fitness and probable success of the intern:

1. Do you think this intern will be a success in the area in which he/she is now working, or do you think this person would do better in other work?
2. What strong points, if any, does this intern possess which would make for success in his/her field?
3. Please list any weak characteristic, which should be communicated to the intern so that he/she may improve himself/herself.
4. Is this the kind of person you would consider for permanent employment on your staff? (An affirmative answer is not a commitment to employ him/her at any time.)
5. Additional comments welcome.

Would you be interested in providing internships in future semesters?

Signed: _____

Position: _____