

# Brooklyn Technical High School

“for Science Technology Engineering Mathematics”

## INTERNSHIP PROGRAM



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Principal



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Internship Coordinator

### EMPLOYER EVALUATION OF STUDENT

2010-2011

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Branch/Dept: \_\_\_\_\_

Appraiser's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Firm and Address: \_\_\_\_\_

#### APPRAISER:

Based on your observation of this student's performance, please evaluate the effectiveness demonstrated on each of the following factors. Circle the appropriate letter, indicating level of performance using the scale described below. If you can, please cite specific examples of how factors in each category were exhibited. Your written comments will be most helpful. Thank you for your cooperation.

#### OVERALL RATING:

- |                             |   |
|-----------------------------|---|
| <b>O Outstanding</b>        | Performance so clearly distinguished as to be obvious to all.   |
| <b>G Good</b>               | Performance that is consistently satisfactory and sufficient in most respects.                          |
| <b>I Improvement Needed</b> | Student skills need to be re-evaluated.   |
| <b>NA Not Applicable</b>    | Due to this type of assignment, the student was not able to demonstrate his/her ability in this factor. |

#### PERFORMANCE FACTORS:

#### PERFORMANCE LEVEL

A. **Initiative:** Seeks work and responsibility independently; generates ideas and expresses opinions willingly; asks questions; is a self starter.

**O G I NA**

**Quality of Work:** Completes work that is thorough, accurate and presentable.

**O G I NA**

PERFORMANCE FACTORS:

PERFORMANCE LEVEL

**Quantity of Work:** Completes the volume of work required by the job. **O G I NA**

**Example(s)** \_\_\_\_\_

\_\_\_\_\_

B. **Engagement:** Quickly grasps new concepts, approaches or systems; Processes quantity of information easily; asks thoughtful questions. **O G I NA**

**Enthusiasm:** Pursues goals with energy and takes pride in accomplishments; expresses personal and organizational needs in a positive and constructive manner. **O G I NA**

**Example(s)** \_\_\_\_\_

\_\_\_\_\_

C. **Problem Solving:** Effectively evaluates alternatives and makes logical decisions quickly; alters course of action when clearly inappropriate; perceives impact of recommendations in other parts of the organization. **O G I NA**

**Knowledge:** Demonstrates some background in financial studies, the firm, and the industry. **O G I NA**

**Example(s)** \_\_\_\_\_

\_\_\_\_\_

D. **Self-Image:** Has goals, interests, and direction. **O G I NA**

**Maturity:** Handles him/herself well, demonstrates a good attitude towards education and the internship and how they relate to his/her goals in life. **O G I NA**

**Example(s)** \_\_\_\_\_

\_\_\_\_\_

1. **Attendance** ..... **O G I NA**

2. **Punctuality** ..... **O G I NA**

3. **Cooperation and courtesy** ..... **O G I NA**

4. **Character (honesty, attitude)** ..... **O G I NA**

**PERFORMANCE FACTORS:**

**PERFORMANCE LEVEL**

|   |          |          |          |           |
|---|----------|----------|----------|-----------|
| 5. Relationships with other employees ..... | <b>O</b> | <b>G</b> | <b>I</b> | <b>NA</b> |
| 6. Dress/appearance .....                   | <b>O</b> | <b>G</b> | <b>I</b> | <b>NA</b> |
| 7. Ability to work with numbers .....       | <b>O</b> | <b>G</b> | <b>I</b> | <b>NA</b> |
| 8. Writing skills .....                     | <b>O</b> | <b>G</b> | <b>I</b> | <b>NA</b> |

Describe the intern's strengths, particular skills, and accomplishments:

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Describe the intern's weaknesses, skills that need development, and goals missed:

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If you had a position open, would you consider this intern qualified for employment? Yes \_\_\_\_ No \_\_\_\_

Please feel free to add any additional comments:

**Signature of Evaluator:** \_\_\_\_\_

**Date:** \_\_\_\_\_