

R1 Work-Based Learning Employer Evaluation Form

A significant component of the internship program is the learning that takes place at the worksite. The evaluation should be a candid appraisal of the student's performance. Each student that participates in a Richland One career ready work-based learning experience (apprenticeship, internship, or cooperative education) must have two evaluations on file from the employer. This evaluation should be completed by the immediate supervisor and be based upon the expectations for a young professional highly interested in the career field.

Please complete the evaluation form.

If you have questions or concerns about the employer evaluation form, please email or call Dr. Charnice Starks-Ray at charnice.starks-ray@richlandone.org or 803-333-8104.

Date	
Student Name (First and Last)	
Worksite Name	
Supervisor Name (First and Last)	
Supervisor Email or Phone Number	
List job duties or tasks performed by the intern.	
Total number of hours the intern worked at the business/industry.	
Please evaluate the intern's performance based on the following scale.	
Accountability: The student displays responsible behaviors by performing consistently, asking questions for clarity, and reliability in all situations; arrives on time and prepared for work; provides sufficient notice if unable to report to work.	Improvement Needed
	Developing
	Competent
	Proficient
	Advanced
Interpersonal Skills: Skills used to interact with others properly and professionally, including everything from communication and listening to attitude, behavior and manners, collaborates with others.	Improvement Needed
	Developing
	Competent
	Proficient
	Advanced

Student Name: _____

Integrity: Treating others with honesty, fairness and respect in all situations	Improvement Needed
	Developing
	Competent
	Advanced
Critical Thinking: Knows how to locate necessary information to perform tasks	Improvement Needed
	Developing
	Competent
	Advanced
Perseverance: Continued effort to do or achieve something despite difficulty, failure, opposition or delay in achieving success.	Improvement Needed
	Developing
	Competent
	Advanced
Workplace Policy/Culture: Exhibits understanding of workplace culture and policy, complies with health and safety rules, adheres to cell phones usage policy.	Improvement Needed
	Developing
	Competent
	Advanced
Willingness to Take Risks: Having the courage to step out of comfort zones and take reasonable risks to achieve goals and personal growth.	Improvement Needed
	Developing
	Competent

Based on the mutually agreed upon work performance competencies listed above, please answer the following questions.

Considering the duration of time spent with you, how would you rate the student's performance?	On Target
	Average
	Below Target
Based on the amount of instruction provided, will the student met the apprenticeship/internship goals?	On Target
	Average
	Below Target
How would you rate the student's willingness to learn and achieve the workplace competencies?	On Target
	Average
	Below Target
Any additional comments:	

I hereby declare that the information provided is true and correct.

Signature

Date

Student Name: _____