



Preparing people to lead extraordinary lives

## *Undergraduate Internship/PT Student Self-Assessment*

(Please Print)

Name: \_\_\_\_\_

Internship Title: \_\_\_\_\_

Phone#: \_\_\_\_\_

Loyola University Chicago E-mail Address: \_\_\_\_\_

The following criteria represent the areas of performance and contribution that the School of Business Administration considers to be important in the majority of business careers. Please respond to each statement with an honest assessment.

**For each area of evaluation, please circle either:**

**1 = You agree with this statement**

**2 = If you do not agree with this statement and there needs to be improvement in this area**

**N/A=Not Applicable**

### **I. Communication Skills**

- |   |         |
|---|---------|
| 1. Demonstrated/Developed effective oral communication skills                       | 1 2 N/A |
| 2. Demonstrated/Developed effective writing skills                                  | 1 2 N/A |
| 3. Demonstrated/Developed strong technical writing skills (grammar, spelling, etc.) | 1 2 N/A |
| 4. Demonstrated/Developed strong active listening skills                            | 1 2 N/A |

### **II. Ethics/Decision Making Skills**

- |  |           |
|--|-----------|
| 1. Demonstrated ethical behaviors (maintained agreed upon work schedule, etc.) | . 1 2 N/A |
| 2. Used work place resources appropriately.                                    | 1 2 N/A   |
| 3. Demonstrated a strong work ethic/focus on required work.                    | 1 2 N/A   |
| 4. Contributed equally team-based activities                                   | 1 2 N/A   |

### **III. Business Knowledge**

- |   |               |
|---|---------------|
| 1. Demonstrated/Developed technical skills where applicable.                | 1 2 3 4 5 N/A |
| 2. Demonstrated/Developed an interest to increase knowledge of the company. | 1 2 3 4 5 N/A |
| 3. Demonstrated/Developed an interest/knowledge of core business functions. | 1 2 3 4 5 N/A |
| 4. Demonstrated/Developed an interest/knowledge of the industry.            | 1 2 3 4 5 N/A |

### **IV. Self-Management/Managerial Skills**

- |  |               |
|--|---------------|
| 1. Produced high-quality work                                  | 1 2 3 4 5 N/A |
| 2. Developed productive relationships with co-workers.         | 1 2 3 4 5 N/A |
| 3. Completed tasks or assignments as assigned and on schedule. | 1 2 3 4 5 N/A |
| 4. Established priorities.                                     | 1 2 3 4 5 N/A |
| 5. Utilized good judgment.                                     | 1 2 3 4 5 N/A |
| 6. Set, communicated and managed goals.                        | 1 2 3 4 5 N/A |

