



Preparing people to lead extraordinary lives

Undergraduate Internship/PT Student Assessment

Please complete 1 assessment for EACH Loyola University Chicago School of Business Administration Intern you are supervising. (Please Print)

Internship Site: _____ Position/Dept.: _____

Supervisor's Name: _____ Title: _____

Phone#: _____ E-mail Address: _____ @ _____

Name of Internship Student: _____

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 |

