

# College of Business Administration

## University of Pittsburgh

### STUDENT INTERN MIDPOINT PERFORMANCE APPRAISAL

Student's Name \_\_\_\_\_

Date of Internship:    Begin \_\_\_\_\_    End \_\_\_\_\_

Job Title \_\_\_\_\_

### Internship Site

Company \_\_\_\_\_

Address \_\_\_\_\_

Supervisor \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ FAX \_\_\_\_\_ E-Mail \_\_\_\_\_

**Instructions:** This is a confidential form, only to be used by the student, employer, and CBA. An internship provides beneficial opportunities to apply information learned in the classroom. This form is one of many teaching tools used to help prepare our students for a successful career in business.

**Tasks, Projects and Duties Performed** - Please list the tasks the intern performed and any duties and/or projects for which the intern was responsible. Rate the level of performance for each listed. Comments and examples are very useful for the student's growth.

Tasks, Projects, Duties	Rating	Comments & Examples
	1 2 3 4 5 N/A	

**Core Competencies** - Please rate (by circling) the intern's performance level from 1(low) to 5(high) in the following areas: (CT) Commitment, (CM) Communication, (LD) Leadership, (TW) Teamwork, please include comments and examples as much as possible, make attachments if necessary:

**Attendance:**  satisfactory  unsatisfactory

**Punctuality:**  satisfactory  unsatisfactory

Skills and Behaviors		Rating	Comments & Examples
CT	Demonstrates personal responsibility for meeting goals.	1 2 3 4 5 N/A	
CT	Is punctual and is consistently productive throughout the work day.	1 2 3 4 5 N/A	
CT	Strives for continual improvement.	1 2 3 4 5 N/A	
CT	Ensures that customer requirements are met.	1 2 3 4 5 N/A	
CM	Listens and checks for understanding.	1 2 3 4 5 N/A	
CM	Adapts appropriate communication style to the given situation.	1 2 3 4 5 N/A	
CM	Expresses opinions appropriately.	1 2 3 4 5 N/A	
CM	Provides appropriate feedback.	1 2 3 4 5 N/A	
LD	Demonstrates good judgment in making decisions.	1 2 3 4 5 N/A	
LD	Demonstrates a commitment to excellent work.	1 2 3 4 5 N/A	
LD	Manages time effectively.	1 2 3 4 5 N/A	
LD	Sets realistic goals.	1 2 3 4 5 N/A	
TW	Demonstrates flexibility in adapting to the needs of the team.	1 2 3 4 5 N/A	
TW	Demonstrate respect when communicating with diverse team members.	1 2 3 4 5 N/A	
TW	Seeks the opinions of others in solving problems.	1 2 3 4 5 N/A	
TW	Makes work decisions based upon team goals.	1 2 3 4 5 N/A	

**Outstanding Accomplishments or Contributions**

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**Opportunities for Improvement**

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**Signatures:**

Intern \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

# College of Business Administration

## University of Pittsburgh

### STUDENT INTERN FINAL PERFORMANCE APPRAISAL

Student's Name \_\_\_\_\_

Date of Internship: Begin \_\_\_\_\_ End \_\_\_\_\_

Job Title \_\_\_\_\_

### Internship Site

Company \_\_\_\_\_

Address \_\_\_\_\_

Supervisor \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ FAX \_\_\_\_\_ E-Mail \_\_\_\_\_

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**Tasks, Projects and Duties Performed** - Please list the tasks the intern performed and any duties and/or projects for which the intern was responsible. Rate the level of performance for each listed. Comments and examples are very useful for the student's growth.

Tasks, Projects, Duties	Rating	Comments & Examples
	1 2 3 4 5 N/A	

**Core Competencies** - Please rate (by circling) the intern's performance level from 1(low) to 5(high) in the following areas: (CT) Commitment, (CM) Communication, (LD) Leadership, (TW) Teamwork, please include comments and examples as much as possible, make attachments if necessary:

**Attendance:**  satisfactory  unsatisfactory

**Punctuality:**  satisfactory  unsatisfactory

Skills and Behaviors		Rating	Comments & Examples
CT	Demonstrates personal responsibility for meeting goals.	1 2 3 4 5 N/A	
CT	Is punctual and is consistently productive throughout the work day.	1 2 3 4 5 N/A	
CT	Strives for continual improvement.	1 2 3 4 5 N/A	
CT	Ensures that customer requirements are met.	1 2 3 4 5 N/A	
CM	Listens and checks for understanding.	1 2 3 4 5 N/A	
CM	Adapts appropriate communication style to the given situation.	1 2 3 4 5 N/A	
CM	Expresses opinions appropriately.	1 2 3 4 5 N/A	
CM	Provides appropriate feedback.	1 2 3 4 5 N/A	
LD	Demonstrates good judgment in making decisions.	1 2 3 4 5 N/A	
LD	Demonstrates a commitment to excellent work.	1 2 3 4 5 N/A	
LD	Manages time effectively.	1 2 3 4 5 N/A	
LD	Sets realistic goals.	1 2 3 4 5 N/A	
TW	Demonstrates flexibility in adapting to the needs of the team.	1 2 3 4 5 N/A	
TW	Demonstrate respect when communicating with diverse team members.	1 2 3 4 5 N/A	
TW	Seeks the opinions of others in solving problems.	1 2 3 4 5 N/A	
TW	Makes work decisions based upon team goals.	1 2 3 4 5 N/A	

**Outstanding Accomplishments or Contributions**

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**Opportunities for Improvement**

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**Signatures:**

Intern \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_