

Employer Evaluation of Student Intern

Undergraduate Course JRN850 or FCD810

Thank you for hosting a Ryerson intern.

Please complete and submit this online evaluation within one week of the student's final day of employment. It should take approximately 10 minutes. Students must receive an evaluation in order to fulfill the internship requirement and complete the course.

The person best suited to evaluate the student's work and attitude should complete this evaluation (typically the intern's direct supervisor).

****NB**** Kindly excuse instances of language in this document that may not precisely reflect particular aspects of the placement. For purposes of data aggregation, this evaluation form is shared by all Schools and Department with the Faculty of Communication and Design at Ryerson University (e.g., Journalism, RTA, Creative Industries, Fashion, Interior Design, Image Arts and others).

You are welcome to leave blank any questions that are not relevant.

1. Student's name:
2. Name of organisation (or Unit, Program, etc.):
3. Size of organization (or Unit, Program, etc.):
 - a. 1-25 employees
 - b. 26-99 employees
 - c. 100-499 employees
 - d. 500+ employees
4. Supervisor:
5. Supervisor's position:
6. Start / end date of internship:
7. Approximately how many hours did the student work at your organization?
8. What was the intern's role/title?
9. What types of tasks did the student perform?
10. How was their attendance?
 - a. Consistently present;
 - b. Mostly present and communicates absences well;
 - c. Mostly present but does not communicate absences well;

- d. Sometimes present;
 - e. Rarely present;
 - f. N/A
11. Level of interest in the work:
- a. High interest – very enthusiastic;
 - b. More than an average amount of interest in and enthusiasm for the work;
 - c. Satisfactory interest in and enthusiasm for the work;
 - d. Occasional interest in the work;
 - e. Little interest in or enthusiasm for the work;
 - f. N/A
12. Curiosity:
- a. Constantly curious and inquisitive;
 - b. Frequently asks questions;
 - c. Average curiosity;
 - d. Occasionally asks questions;
 - e. Rarely curious;
 - f. N/A
13. Dependability:
- a. Can always be depended upon in any situation;
 - b. Can usually be depended upon in most situations;
 - c. Can be depended upon in routine situations;
 - d. Somewhat dependable – needs constant checking;
 - e. Unreliable;
 - f. N/A
14. Initiative:
- a. Self-starter – asks for new jobs and looks for work;
 - b. Acts voluntarily in most matters;
 - c. Acts voluntarily in routine matters;
 - d. Relies on others – must frequently be told what to do;
 - e. Waits to be told what to do next;
 - f. N/A
15. Organisation and planning:
- a. Does an excellent job of planning and organising work;
 - b. Usually organises work well;
 - c. Does a normal amount of planning and organising;
 - d. Sometimes fails to organise and plan work effectively;
 - e. Consistently fails to organise and plan work effectively;
 - f. N/A
16. Ability to learn on the job:
- a. Exceptionally quick to learn;
 - b. Quick to learn;
 - c. Average learner;
 - d. Slow to learn;
 - e. Very slow to learn;
 - f. N/A
17. Is receptive to instruction and constructive criticism:
- a. Always receptive;
 - b. Frequently receptive;
 - c. Usually receptive;
 - d. Occasionally receptive;
 - e. Generally not receptive;
 - f. N/A
18. Relations with others:

- a. Always works in harmony with others – an excellent team player;
 - b. Works well with team members and others;
 - c. Most relations with others are harmonious under normal circumstances;
 - d. Often difficult to work with – antagonises others;
 - e. Frequently quarrelsome and causes friction;
 - f. N/A
19. Writing ability:
- a. Excellent;
 - b. Very good;
 - c. Good;
 - d. Satisfactory;
 - e. Needs improvement;
 - f. N/A
20. Verbal ability:
- a. Excellent
 - b. Very good;
 - c. Good;
 - d. Satisfactory;
 - e. Needs improvement;
 - f. N/A
21. Quality of work:
- a. Very thorough – very infrequent errors;
 - b. Usually thorough – few errors;
 - c. Satisfactory, with a normal number of errors;
 - d. More errors than average for an intern;
 - e. Carelessly completed work – often makes errors;
 - f. N/A
22. Quantity of work:
- a. Highly productive compared to other student interns;
 - b. Completes more work than expected for a student intern;
 - c. Expected amount of productivity for a student;
 - d. Completes less than the expected amount of work;
 - e. Very low productivity compared to other student interns;
 - f. N/A
23. Please check off the positive characteristics that you feel describe the interning student. Select all that apply:
- a. Willingness to learn;
 - b. Quick learner;
 - c. Team player;
 - d. Hard worker;
 - e. Professionalism;
 - f. Positive;
 - g. Good attitude;
 - h. Independence;
 - i. Initiative;
 - j. Assertiveness;
 - k. Technical capability;
 - l. Attention to detail;
 - m. Confidence;
 - n. Punctuality;
 - o. Writing skills;
 - p. Verbal skills;
 - q. Decision-making skills;

- r. N/A
24. Additional comments regarding positive characteristics of this intern: _____
25. Please check off all the characteristics that you feel the intern could further develop in order to improve their job performance. Select all that apply:
- a. Willingness to learn;
 - b. Quick learner;
 - c. Team player;
 - d. Hard worker;
 - e. Professionalism;
 - f. Positive;
 - g. Good attitude;
 - h. Independence;
 - i. Initiative;
 - j. Assertiveness;
 - k. Technical capability;
 - l. Attention to detail;
 - m. Confidence;
 - n. Punctuality;
 - o. Writing skills;
 - p. Verbal skills;
 - q. Decision-making skills;
 - r. N/A
26. Additional comments regarding areas for improvement: _____
27. Technical skills: Did the student have adequate technical skills to complete assigned tasks?
- a. Yes;
 - b. Sometimes;
 - c. No;
 - d. N/A
28. Professional skills: Did the student have adequate professional skills (e.g., leadership, industry, problem solving, etc.) to complete assigned tasks?
- a. Yes;
 - b. Sometimes;
 - c. No;
 - d. N/A
29. What types of business/strategic tasks did the student perform during their internship (this question is N/A for many of our strictly JOURNALISM placement employers, but perhaps applicable in other communications settings). _____;
30. Are there business skills that the student could improve upon? (same proviso as in previous) _____
31. Would you characterise the job that the student completed during their internship as being:
- a. Highly stressful;
 - b. Moderately stressful;
 - c. Low stress
32. Overall performance (compared to other interns you have taken on):
- a. 90-100% Exceptional;
 - b. 80-89% Excellent;
 - c. 70-79% Very good;
 - d. 60-69% Average;
 - e. 50-59% Marginal;
 - f. Below 50% Poor;
 - g. N/A
33. Would you consider this a formal internship experience (structured learning activities and objectives, scheduled meetings for feedback and personal development etc.), or an informal internship experience?

- a. Formal;
 - b. Informal.
34. Would you commend this intern to another employer?
- a. Yes;
 - b. No.
35. Has this evaluation been, or will it be, discussed with the student?
- a. Yes;
 - b. No.