



**GARDEN CITY UNIVERSITY COLLEGE  
INTERNSHIP PROGRAM**

**Site Supervisor Evaluation**

Student Name:	Date:
Internship Site:	
Site Supervisor:	

**Please circle the number on the scale which best describes the student intern's performance.**

**PERSONAL QUALITIES**

	<b>Unsuitable</b>				<b>Neat</b>
<b>Appearance</b>	1	2	3	4	5
	<b>Awkward/Timid</b>				<b>Poised/Confident</b>
<b>Maturity</b>	1	2	3	4	5
	<b>Uninterested</b>				<b>Enthusiastic</b>
<b>Attitude</b>	1	2	3	4	5
	<b>Uncooperative</b>				<b>Cooperative</b>
<b>Cooperation</b>	1	2	3	4	5
	<b>Has difficulty w/others</b>				<b>Works well w/others</b>
<b>Interpersonal Relations</b>	1	2	3	4	5

**WORK HABITS**

	<b>Disorganized</b>				<b>Organized</b>
<b>Organization</b>	1	2	3	4	5
	<b>Slow to learn</b>				<b>Learns quickly</b>
<b>Ability to Learn</b>	1	2	3	4	5
	<b>Needs monitoring</b>				<b>Able to work alone</b>
<b>Initiative</b>	1	2	3	4	5
	<b>Poor</b>				<b>Excellent</b>
<b>Judgment</b>	1	2	3	4	5
	<b>Neglectful</b>				<b>Dependable</b>
<b>Responsibilities</b>	1	2	3	4	5
	<b>Irregular</b>				<b>Regular</b>
<b>Attendance</b>	1	2	3	4	5
	<b>Tardy</b>				<b>On time</b>
<b>Punctuality</b>	1	2	3	4	5

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**WORK PERFORMANCE**

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	Low output				High output
<b>Quantity of work</b>	1	2	3	4	5
	Poor				Excellent
<b>Quality of work</b>	1	2	3	4	5

What do you consider to be the outstanding personal qualities/strengths of the intern?

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What do you consider to be the weakness of the intern?

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How can the student work to improve these areas?

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Have there been any problems? Please explain the problems and if/how they have been resolved.

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Do you have any recommendations regarding the Garden City University Internship program?

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**Please return this to:** Coordinator, Student Affairs.

Garden City University College,

Box 12775,

Kumasi.

[kkyere@yahoo.co.uk](mailto:kkyere@yahoo.co.uk).

**Thank you for participating in the evaluation of this Garden City University College student intern.  
You may share your feedback with the student.**

Date:.....

Signature:.....

Office stamp.....