

Santa Ana Unified School District
CTE Internship
Student Evaluation Form

Intern's Name: _____ High School _____

Supervisor: _____ Business Site: _____

Deadline ~ Please return (or mail) completed form to _____ by: _____.

List intern's/student's job duties below:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

Instructions: Please check one statement in each category that best describes your intern/student learner's attitude and performance. Additional comments are welcome.

1. Punctuality

- Always on time
- Usually on time
- Frequently late: number of days ____

2. Attendance

- Outstanding
- Seldom absent
- Frequently absent: number of days ____

3. Personal Appearance

- Always appropriate for the job
 - Occasionally not, appropriate
 - Appropriate dress needs to be discussed
- Note why: _____

4. Attitude Towards Learning

- Is enthusiastic; cooperative; eager to do a good job
- Generally, cooperative
- Reluctant to do more than has to
- Uncooperative; puts out little effort

5. Attitude Toward Supervision

- Profits by suggestions
- Has difficulty accepting suggestions
- Does not act of suggestions given

6. Relations with others

- Is courteous and considerate of others
- Should be more considerate
- Has been discourteous/rude

7. Initiative

- Initiate tasks; is self-directed
- Requires normal direction
- Must have considerable direction

8. Work Safety

- Observes all safety/sanitation rules
- Usually observes safety rules
- Is careless and/or unsafe in work habits

9. Job Performance

- Is accurate; attentive to details
- Usually accurate and reliable
- Output is unsatisfactory

Overall Rating:

- 5 Excellent
- 4 Above Average
- 3 Average
- 2 Improvement needed
in some areas
- 1 Unsatisfactory

Intern's previous rating has: Improved Become lax Remained the same [This is the first rating](#)

Comments (if applicable): _____

Please check if: Work Permit is on file (paid internships) You would like me to contact you

Employer/Supervisor Signature: _____ Date: _____