



Southern Alberta Institute of Technology

School of Hospitality and Tourism

“Professional Internship” Program

Performance Evaluation

STUDENT NAME: _____

SUPERVISORS CONTACT

STUDENT'S PROGRAM: _____

INFORMATION: _____

INTERNSHIP POSITION: _____

DATE OF EVALUATION: _____

SUPERVISORS NAME: _____

SUPERVISORS POSITION: _____

LENGTH OF TIME IN POSITION (# OF HOURS): _____

At the end of the internship work term period, complete the following evaluation and discuss your comments with the student. The student must complete the required number of hours and achieve an acceptable level of performance to receive credit for their practicum program. If the Overall Level of Performance of the Internship Student is considered Marginal or Unsatisfactory, a representative of the internship program will contact the employer for clarification and specific understanding of the issues.

OUTSTANDING	EXCEEDS EXPECTATION	EXPECTED PERFORMANCE	BELOW EXPECTATION	UNSATISFACTORY	
INTEREST IN WORK					
<input type="checkbox"/> High interest in job. Very enthusiastic	<input type="checkbox"/> More than average amount of interest and enthusiasm for job	<input type="checkbox"/> Satisfactory amount of interest and enthusiasm for job	<input type="checkbox"/> Interest fluctuates occasionally enthusiastic	<input type="checkbox"/> Little interest or enthusiasm for job	<input type="checkbox"/> Not applicable
INITIATIVE					
<input type="checkbox"/> Self Starter. Asks for new tasks. Looks for work to do	<input type="checkbox"/> Acts voluntarily in most situations finds work to do	<input type="checkbox"/> Does normal amount of planning and organizing	<input type="checkbox"/> More often than not fails to organize and plan work effectively	<input type="checkbox"/> Consistently fails to organize and plan work effectively	<input type="checkbox"/> Not applicable
ORGANIZATION AND PLANNING					
<input type="checkbox"/> Does and excellent job of planning and organizing	<input type="checkbox"/> Usually organizes work well	<input type="checkbox"/> Does normal amount of planning and organizing	<input type="checkbox"/> Occasionally fails to organize and plan work effectively	<input type="checkbox"/> Consistently fails to organize and plan work effectively	<input type="checkbox"/> Not applicable
QUALITY OF WORK					
<input type="checkbox"/> Solid attention to detail in performing work. Very few if any errors	<input type="checkbox"/> Good Work. Few Errors. Responsible for errors	<input type="checkbox"/> Has normal amount of errors. Performs as expected	<input type="checkbox"/> More than average amount of errors for an intern/trainee	<input type="checkbox"/> Work done in a careless manner. Makes errors often	<input type="checkbox"/> Not applicable
QUANTITY OF WORK					
<input type="checkbox"/> Highly productive in comparison to other interns / trainees	<input type="checkbox"/> More than expected in comparison with other trainees	<input type="checkbox"/> Expected amount of productivity for interns/trainees	<input type="checkbox"/> Less than expected amount of productivity for interns/trainees	<input type="checkbox"/> Unacceptable level of productivity in comparison to other interns/trainees	<input type="checkbox"/> Not applicable
CREATIVITY					
<input type="checkbox"/> Always seeks new and better ways of doing the work is extremely innovative	<input type="checkbox"/> Frequently suggests new ways of doing things; is very imaginative	<input type="checkbox"/> Has average amount of imagination has reasonable amount of new ideas	<input type="checkbox"/> Occasionally comes up with a new idea	<input type="checkbox"/> Rarely has a new idea, is not very imaginative	
JUDGMENT					
<input type="checkbox"/> Exceptionally good. Decisions based on thorough analysis	<input type="checkbox"/> Uses good common sense. Typically makes good decisions	<input type="checkbox"/> Judgement good in routine situations	<input type="checkbox"/> Judgement often not dependable	<input type="checkbox"/> Poor judgement. Tends to jump to conclusions without sufficient knowledge	<input type="checkbox"/> Not applicable
ABILITY TO LEARN					
<input type="checkbox"/> Exceptionally Quick	<input type="checkbox"/> Quick to learn	<input type="checkbox"/> Average	<input type="checkbox"/> Challenged learning	<input type="checkbox"/> Very challenged learning	<input type="checkbox"/> Not applicable

OUTSTANDING	EXCEEDS EXPECTATION	EXPECTED PERFORMANCE	BELOW EXPECTATION	UNSATISFACTORY	
RELIABILITY					
<input type="checkbox"/> Can always be relied upon in any situation	<input type="checkbox"/> Can usually be relied upon in most situations	<input type="checkbox"/> Can be depended on in routine situations	<input type="checkbox"/> Somewhat unreliable needs above average checking	<input type="checkbox"/> Unreliable	<input type="checkbox"/> Not applicable
RELATIONS WITH OTHERS					
<input type="checkbox"/> Always works in harmony with others. An excellent team worker	<input type="checkbox"/> Congenial and helpful. Works well with others.	<input type="checkbox"/> Most relations with others are harmonious under normal circumstances	<input type="checkbox"/> Difficult to work with at times. Sometimes antagonizes others.	<input type="checkbox"/> Frequently quarrelsome and causes friction.	
COMMUNICATION					
ORAL EXPRESSION		<input type="checkbox"/> Very good	<input type="checkbox"/> Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Needs Improvement
WRITTEN EXPRESSION					
		<input type="checkbox"/> Very good	<input type="checkbox"/> Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Needs Improvement
ACCEPTANCE OF CRITICISM AND SUGGESTIONS		<input type="checkbox"/> Appreciative or willing to acknowledge and improve	<input type="checkbox"/> Resentful or reluctant to acknowledge unwilling to change	GROOMING	<input type="checkbox"/> Appropriate <input type="checkbox"/> Inappropriate
ATTENDANCE		<input type="checkbox"/> Regular	<input type="checkbox"/> Irregular	PUNCTUALITY	<input type="checkbox"/> Regular <input type="checkbox"/> Irregular
OVERALL PERFORMANCE					
		<input type="checkbox"/> Exceptional	<input type="checkbox"/> Very Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Marginal <input type="checkbox"/> Unsatisfactory

MAJOR STRENGTHS AND AREAS FOR IMPROVEMENT:

Date

Intern Signature

Comments regarding the program in general are always welcome.

Date

Supervisors Signature

Please return the signed evaluation to the student as he is responsible to submit it at the end of his/her internship. The hours required for the internship are 320 and we **must have** actual hours noted on page one, not date ranges.