



Department of  
**Technical Communication**  
M e r c e r U n i v e r s i t y

Employer's Evaluation of Co-op / Intern Student:

To the Employer / Supervisor:

Please complete an evaluation form for each student. Feel free to make a copy for your files.

This form should be completed by the individual(s) in the best position to evaluate the student's training, work, and attitude. Also, subsequent discussion between that person and the student to elaborate on the evaluation can be most beneficial to the student's personal and career development. If you think it appropriate, you may copy the form and have more than one person submit evaluations.

If it is not possible for you to discuss this evaluation with the student, we request that the internship supervisor be permitted to show the evaluation to the student. The student is always interested in learning the work supervisor's assessment of job performance and welcomes constructive criticism. Your observation will assist the student in future employment endeavors, as well as help us in fine-tuning our BS degree program. As you check off the ratings below, there is room to the right to provide additional comments.

You are encouraged, on the student's behalf, to complete and return this evaluation in a timely manner. Please realize that the student's grade is pending the University's receipt of a completed employer's evaluation.

Your assistance and support of Mercer's Technical Communication program is sincerely appreciated.

**Please Return Complete Evaluation Form(s) By:**

**Return To:**

Dr. Marjorie T. Davis  
Mercer University School of Engineering  
Department of Technical Communication  
1400 Coleman Avenue  
Macon, Georgia 31207

davis\_mt@mercer.edu  
478-301-2356 (voice)  
478-301-2241 (Fax)

### **1. Demonstrated Interest in Work**

High interest in job. Very enthusiastic  
More than average amount of interest and enthusiasm for job.  
Satisfactory amount of interest and enthusiasm for job.  
Interest inconsistent. Occasionally enthusiastic.  
Little interest or enthusiasm for job.

### **2. Initiative**

Self-starter. Asks for new jobs. Looks for work to do.  
Acts voluntarily in most matters.  
Acts voluntarily in routine matters.  
Relies on others. Must be told frequently what to do.  
Usually waits to be told what to do next.

### **3. Organization and Planning**

Does an excellent job of planning and organizing work.  
Usually organizes work well.  
Does normal amount of planning and organizing.  
More often than not, fails to organize and plan work effectively.  
Consistently fails to organize and plan work effectively.

### **4. Ability to Learn**

Exceptionally quick.  
Quick to learn.  
Average.  
Slow to learn.  
Very slow to learn.

### **5. Quality of Work**

Very thorough in performing work. Errors very few, if any.  
Usually thorough. Good work. Few errors.  
Work usually passes review. Has normal amount of errors.  
More than average number of errors for a trainee.  
Work usually done in careless manner. Makes errors often.

### **6. Quantity of Work**

Highly productive in comparison to other students.  
More than expected in comparison to other students.  
Expected amount of productivity for students.  
Less than expected in comparison with other students.  
Very low in comparison with other students.

### **7. Knowledge of Modern Tools & Processes**

Highly knowledgeable in comparison to other students.  
More knowledge than expected in comparison to other students.  
Expected amount of knowledge for students.  
Less than expected in comparison with other students.  
Very low in comparison with other students.

## **8. Judgment**

Exceptionally good. Decisions based on thorough analysis.  
Uses good common sense. Usually makes good decisions.  
Judgment usually good in routine situations.  
Judgment often undependable.  
Poor judgment. Jumps to conclusions.

## **9. Dependability**

Can always be depended upon in any situation.  
Can usually be depended upon in most situations.  
Can be depended upon in routine situations.  
Somewhat unreliable; needs above average checking.  
Unreliable.

## **10. Interactions with Others**

Always works in harmony with others. A team player.  
Congenial and helpful. Works well with associates.  
Relations with others normally harmonious.  
Difficult to work with at times. Sometimes antagonizes.  
Frequently quarrelsome and causes friction.

## **11. Creativity**

Usually innovative. Seeks new/better ways of doing things.  
Frequently suggests new ideas; imaginative.  
Average amount of imagination/new ideas.  
Occasionally comes up with a new idea.  
Rarely has a new idea; is not very imaginative.

## **12. Communication Skills/Written Expression**

Excellent . One of the best I've seen.  
Very good. Stronger than most.  
Average. About what I would expect.  
Below Average. Needs work in some areas.  
Poor. Unacceptable.

## **13. Communication Skills/Oral Expression**

Excellent . One of the best I've seen.  
Very good. Stronger than most.  
Average. About what I would expect.  
Below Average. Needs work in some areas.  
Poor. Unacceptable.

## **14. Attendance**

Excellent  
Very good  
Average  
Below Average  
Poor

**15. Punctuality**

- Excellent
- Very good
- Average
- Below Average
- Poor

**16. Grooming, Professional Appearance, Demeanor:**

- Appropriate
- Inappropriate

**17. Acceptance of Criticism and Suggestions**

- Appreciative or willing
- Resentful or reluctant

**18. Learning Objectives**

The student reviewed his or her learning objectives for the current work term with you.

- Yes
- No

**19. Major strengths I observed in this intern:**

- 1.
- 2.
- 3.

**20. Areas for improvement for this intern:**

- 1.
- 2.
- 3.

**Overall Performance Rating:**

Outstanding	A+	A	A-
Very Good	B+	B	B-
Satisfactory	C+	C	C-
Marginal	D+	D	D-
Unsatisfactory			

**Evaluation Review**

This evaluation **has been discussed** with the student.

- Yes
- No

If additional employment were available, would you wish to have this student return to work?

- Yes
- No

**Comments on Overall Performance**—The Technical Communication Department considers employers' feedback very carefully, since we regard it as a measure of how well we are preparing young graduates to enter the workforce. Our goal is to prepare them to begin immediately to make contributions to companies. If you noticed any gaps in knowledge, skills, or performance in this student's preparation, we would be most appreciative if you could describe what you felt was lacking. Also, we would appreciate hearing what you found to be a significant strength, especially if you have had the opportunity to work with interns from other schools. You may respond on the back of this form, or in a separate letter.

Thank you for creating a work-learning opportunity for this technical communication intern!

*Marjorie J. Davis*

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Evaluator's Name <i>(print or type above line)</i>	Title/Department	Date	Signature
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Employment Coordinator <i>(print or type above line)</i>	Title/Department	Date	Signature
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Company name, address, phone number, and other contact information

***Please return this completed form directly to Dr. Davis via one of these methods:***

**E-MAIL:**     davis\_mt@mercer.edu

**FAX:**        478-301-2241, ATTN: Dr. Davis

**POST :**        Dr. Marjorie T. Davis  
Mercer University  
Department of Technical Communication  
1400 Coleman Ave.  
Macon, GA 31207