

Clark Advanced Learning Center Business Partner Intern Evaluation

Student Name

Career Cluster

Company Name

Training Supervisor

DIRECTIONS: This evaluation provides student Internship information for the classroom Instructor. Based on the U.S. Department of Labor Secretary's Commission for Achieving Necessary Skills (SCANS), the competencies below have been identified as tools for success in employment. Please rate the Intern by circling the appropriate number to the right that corresponds with the Intern's competency level.

4 = Excellent

2 = Average

0 = Unsatisfactory

3 = Above Average

1 = Needs Improvement

N/A = Does not Apply

- | | | | | | | |
|---|---|---|---|---|---|-----|
| 1. Responsibility: Punctual and reliable, adheres to company policy | 4 | 3 | 2 | 1 | 0 | N/A |
| 2. Time Management: Starts on time, follows schedule, prioritizes tasks | 4 | 3 | 2 | 1 | 0 | N/A |
| 3. Listening: Listens attentively, confirming majority of information, responds to non-verbal communication | 4 | 3 | 2 | 1 | 0 | N/A |
| 4. Teamwork: Follows team rules, cooperates, assists other team members | 4 | 3 | 2 | 1 | 0 | N/A |
| 5. Acquiring information: Selects information relevant to the task, predicts outcomes | 4 | 3 | 2 | 1 | 0 | N/A |
| 6. Understanding Systems: Understands system/organization principles/terminology | 4 | 3 | 2 | 1 | 0 | N/A |
| 7. Applying Technology: Understands technology applications, follows proper procedures | 4 | 3 | 2 | 1 | 0 | N/A |
| 8. Self-Management: Maintains self-control, accepts constructive criticism | 4 | 3 | 2 | 1 | 0 | N/A |
| 9. Honesty/Integrity: Understands implications of decisions, recommends ethical courses of action | 4 | 3 | 2 | 1 | 0 | N/A |
| 10. Self-Worth: Accepts responsibility and understands effects of own behavior | 4 | 3 | 2 | 1 | 0 | N/A |

SPECIFIC TRAINING TASKS:

- | | | | | | | |
|-----------|---|---|---|---|---|-----|
| 11. _____ | 4 | 3 | 2 | 1 | 0 | N/A |
| 12. _____ | 4 | 3 | 2 | 1 | 0 | N/A |
| 13. _____ | 4 | 3 | 2 | 1 | 0 | N/A |
| 14. _____ | 4 | 3 | 2 | 1 | 0 | N/A |

Comments: _____

Supervisor Signature

Position

Date