



**Tolleson Union High School District #214
CTE Internship Program
2017-2018**

PROFESSIONAL INTERNSHIP STUDENT PERFORMANCE EVALUATION

Student's Name	School Name
Mentor's Name	Mentor's Phone Number
Mentor's Title/Company	Evaluation (Check One) <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd

DIRECTIONS

Please put a check mark in the box for each section of the evaluation using the following rating scale.

1	2	3	4
Unacceptable (Consistently or excessively poor performance)	Below Expectations (Remedial intervention needed to be brought up to appropriate level)	Meets Expectations (Represents the student's fair share of the work or a reasonable level of conduct; sometimes exceeds or falls slightly below expectations)	Exceeds Expectations (Consistently meets expectations)

WORK HABITS

		1	2	3	4	N/A
1.	Understands job responsibilities and related operations.					
2.	Completes work assignments accurately, thoroughly, and on time.					
3.	Read and complies with all federal, state, and local laws, rules, guidelines, and policies (i.e., safety, attendance, sexual harassment, FLSA, OSHA, time reporting, etc.).					

		1	2	3	4	N/A
4.	Clearly and effectively communicates and expresses ideas and information to customers, co-workers, members of the public, supervisors, and management.					
5.	Resolves problems in an efficient, safe, and effective manner.					
6.	Accountable and accepts responsibility for own actions.					
7.	Organizes and plans work assignments to meet objectives.					
8.	Responsive and courteous to customers, members of the public, co-workers, supervisors, and management.					
9.	Receptive to directions and accepts feedback in a positive manner.					
10.	Adheres to ethical standards of profession while conducting activities.					

WORK SKILLS

		1	2	3	4	N/A
1.	Regularly reports to internship site and on time.					
2.	Works effectively and cooperatively with others.					
3.	Displays enthusiasm toward the work site.					
4.	Follows verbal and written directions effectively.					
5.	Displays initiative and self-motivation.					

CAREER DEVELOPMENT

		1	2	3	4	N/A
1.	Demonstrates progress in learning career-related skills.					
2.	Contributes to and/or improves existing processes and/or introduces new methods.					
3.	Increases personal skills, knowledge, and technical basics.					

