

EMPLOYEE'S PERFORMANCE EVALUATION
Agricultural Internship

Student Name:	Advisor:
Date:	Job Title:
Please return this form no later than:	

Please check the areas which best approximate the student's progress. The responses will assist with advising, grading and improving the student's performance.

<i>Evaluation Areas</i>	Excellent	Very Good	Satisfactory	Improvement Needed	
				Yes	No
Punctuality and Attendance					
Notifies job supervisor in advance of absence					
Is regularly present for work scheduled					
Work Habits, Attitudes, and Appearance					
Avoids being idle, looks or asks for next assignment					
Work done is efficient and accurate					
Takes proper care of equipment and supplies					
Grooming and dress is appropriate for job					
Shows interest in the work					
Dependability					
Follows oral and/or written directions in job performance					
Holds distractions from duties to minimum					
Completes assigned responsibilities					
Relationships With People					
Cooperates and works effectively with other employees and/or customers					
Is poised and self-confident					
Is courteous and mannerly at all times					
Competencies					
Possesses proper skills for job assignment					
Overall Rating:					

Comments:

Did you discuss this evaluation with the employee? Yes_____ No_____

Suggested Grade: A B C D F (circle one)

Approximate hours that this student has worked for you: Per Week: _____ or Per Semester: _____

Company Name:	Supervisor's Name:
Street Address:	Supervisor's Signature:
City, State Zip:	Telephone:

Company is an equal opportunity employer who does not discriminate on the basis of handicap, race, color, religion, sex or national origin.