

**The Department of Human Resource Development and Technology**  
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**SPONSOR'S INTERNSHIP RATING SHEET**

Sponsoring Organization: \_\_\_\_\_

Intern: \_\_\_\_\_ Supervisor: \_\_\_\_\_

*Please circle on a scale of:*

	1	2	3	4	5
	Deficient		Average		Superior
1. Communications skills- <b>Oral Communication</b> (Communicates ideas clearly with proper vocabulary usage)	1	2	3	4	5
<b>Written Communication</b> (Communicates ideas clearly with proper grammatical structure)	1	2	3	4	5
2. <b>Quality of work</b> (Accuracy, neatness, timeliness)	1	2	3	4	5
3. <b>Quantity of work</b> (Volume of accurate work not needing correction)	1	2	3	4	5
4. <b>Job knowledge</b> (Understands job requirements and needs minimal assistance)	1	2	3	4	5
5. <b>Attitude</b> (Positive, willing to learn, accepts direction)	1	2	3	4	5
6. <b>Motivation</b> (Seeks additional work when assignments completed)	1	2	3	4	5
7. <b>Reliability</b> (Dependable, gets the job done on time, acts responsibly)	1	2	3	4	5
8. <b>Use of time</b> (Uses time wisely and does not distract others)	1	2	3	4	5
9. <b>Uses good judgement</b> (Considers actions and possible effects, makes sound decisions)	1	2	3	4	5
10. <b>Interpersonal skills</b> (Cooperative, helps others, listens)	1	2	3	4	5
11. <b>Technology skills</b> (Familiar with hardware and software required for the job)	1	2	3	4	5
12. <b>Professional appearance</b> (Dresses appropriately for the job and conveys a professional image to customers/clients)	1	2	3	4	5

Comments (may be continued on reverse):

Sponsor: \_\_\_\_\_ Intern: \_\_\_\_\_ Date: \_\_\_\_\_