

## EMPLOYER EVALUATION OF STUDENT AND PROGRAM

### MICHIGAN STATE UNIVERSITY HORTICULTURE PROFESSIONAL INTERNSHIP PROGRAM

Evaluation of:

Company Name:

Date:

Evaluated by:

Instructions: The intern student's immediate supervisor should complete this form and mail to Jesse Saylor, Department of Horticulture, A45 PSSB, MSU, East Lansing, MI 48824; or email it to [saylor@msu.edu](mailto:saylor@msu.edu). This evaluation is due at the end of the internship. Please discuss the evaluation with the student during the last week of their work.

#### Attitude towards work

- Very Enthusiastic
- Positive-willing to work
- Shows interest much of the time
- Somewhat indifferent toward work
- Definitely not interested

#### Work initiative

- Recognizes/completes work on own
- Does more than assigned, if directed
- Does average amount of assigned work
- Sometimes tries to avoid work
- Produces little, unreliable

#### Quality of work

- Always does neat, accurate work
- Usually produces high quality work
- Produces acceptable work
- Inferior work is common
- Does almost no acceptable work

#### Adaptability

- Reacts quickly to new situations
- Easily learns new duties with time
- Requires detailed training
- Slow to learn and accept change
- Unable to adjust to change

#### Dependability

- Completely reliable following instructions
- Meets obligations with little supervision
- Requires careful supervision

Requires frequent follow-up on routine work  
Unreliable even under close supervision

Cooperation

Good team player, well accepted, tactful  
Works well with others  
Gets along satisfactorily  
Has difficulties working with others  
Unfriendly, rude, hard to get along with

Attendance and punctuality

Never late or absent  
Very seldom absent or tardy  
Average attendance  
Late or absent several times  
Attendance and punctuality a problem

Progress

Outstanding improvement and performance  
Considerable improvement, good performance  
Some improvement, average performance  
Improvement, but still does poor work  
Failure to improve, unacceptable work

**Overall Performance**

Outstanding  
Very Good  
Average  
Marginal  
Unsatisfactory

**Professionalism & Appearance**

Outstanding  
Very Good  
Average  
Marginal  
Unsatisfactory

**Comments:**

Student signature:

Date:

Supervisor signature:

Date: