

**Attachment “A”**  
**VIP INTERNSHIP APPRAISAL**  
**Intern’s Packet (revised March 2013)**

**Background**

- This appraisal is to be used as a development tool for the company, the VIP Program and the intern.
- The purpose of the appraisal is to promote understanding and to openly clarify expectations and directions.
- These forms will become a permanent record in the student’s VIP file.

**Directions**

- You will be evaluated as an entry-level engineer with comparable length of employment.
- There are two (2) forms required for the intern appraisal:
  - Intern’s Worksheet (self-assessment)
  - Program Performance Appraisal
- The projects/activities/objectives to be reviewed on the worksheet for the appraisal should be decided in advance between the supervisor or mentor and the intern.
- The Supervisor needs to complete the Projects/Activities/Objectives sheet and the Mentor’s Worksheet *before* the appraisal meeting; be sure to include all ratings and comments.
- The intern should complete the Intern’s Worksheet and his/her appraisal of the internship *before* the meeting.
- The purpose of the meeting is to share appraisal information in an open and constructive manner. The following people will attend the meetings:
  - Intern
  - Mentor and/or Supervisor
  - University Representative
- Bring THREE copies and the original to the appraisal meeting. The University Representative will retain the original.

## **DEFINITIONS OF RATINGS**

### **Unacceptable Standard – Rating Level 1**

The major portion of the job is not being carried out in an acceptable manner and/or key responsibilities are not being completed adequately. Immediate improvement is required or a plan of corrective action will result.

### **Improvement Opportunity – Rating Level 2**

Most aspects of the job are meeting expectation. However, there are several aspects where improvement is expected with the experience and training. If the individual is fully trained and experienced in the job, improvement is required to maintain job standards.

### **Meets Standard – Rating Level 3**

Every aspect of the job is being carried out in a professional manner. The expectations of the job are being met. The employee is a fully functioning member of the team. Continuous development and improvement in job skills and knowledge is required to keep abreast of changing job requirements.

### **Exceeds Standard – Rating Level 4**

The employee has demonstrated contributions to the company far in excess of job requirements. This includes initiating improvements or changes not expected for a member in this job.

**Please note that fractional ratings of 0.5 are acceptable.**

**INTERN PERFORMANCE APPRAISAL**  
**Intern's Worksheet- Self-Assessment**  
*(Complete before meeting)*

Intern's Name: [Click here to enter text.](#) Date: [Click here to enter a date.](#)

Company: [Click here to enter text.](#) Mentor's Name: [Click here to enter text.](#)

Fresno State Department (check one):

**CompE**  **EE**  **ME**  **IT**

**Place an "X" in the box where appropriate.**

<b>WORK HABITS/TRAIT</b>	<b>Rating Level 1/2/3/4</b>	<b>Comments</b>
Personal Appearance	Choose an item.	<a href="#">Click here to enter text.</a>
Personal Accountability	Choose an item.	<a href="#">Click here to enter text.</a>
Interest & Attitude	Choose an item.	<a href="#">Click here to enter text.</a>
Courtesy & Tact	Choose an item.	<a href="#">Click here to enter text.</a>
Self-Confidence	Choose an item.	<a href="#">Click here to enter text.</a>
Personal Ethics	Choose an item.	<a href="#">Click here to enter text.</a>

<b>WORK HABITS &amp; ABILITIES</b>	<b>Rating Level 1/2/3/4</b>	<b>Comments</b>
Quality of Work (accuracy, neatness, excellence)	Choose an item.	Click here to enter text.
Quantity of Work (volume)	Choose an item.	Click here to enter text.
Initiative (motivation, responsibility)	Choose an item.	Click here to enter text.
Dependability (Completion of assigned projects, Attendance)	Choose an item.	Click here to enter text.
Safe work practices	Choose an item.	Click here to enter text.
Judgment (logic of decisions)	Choose an item.	Click here to enter text.
Ingenuity (new ideas, sound solutions)	Choose an item.	Click here to enter text.
Communications (verbal, written)	Choose an item.	Click here to enter text.
Team Work (ability to work with and motivate others)	Choose an item.	Click here to enter text.
Organizational Skills (project planning, time management)	Choose an item.	Click here to enter text.

***Recommendations to maintain and/or improve current performance:***

Click here to enter text.

***As a result of this internship, I have discovered that my strengths and areas I need to improve are:***

Strengths: Click here to enter text.

Needs Improvement: Click here to enter text.

# PROGRAM PERFORMANCE APPRAISAL

## Intern Worksheet

(Complete before meeting)

Intern's Name: [Click here to enter text.](#)      Date: [Click here to enter a date.](#)

Company: [Click here to enter text.](#)      Mentor's Name: [Click here to enter text.](#)

Fresno State Department (check one):

**CompE**    **EE**    **ME**    **IT**

The purpose of this rating sheet is to make the VIP Program and the Lyles College of Engineering aware of areas where improvement is needed and to make necessary adjustments.

Program Attributes	Rating Level 1/2/3/4	Comments
Your Academic Preparation for Internship (job skills and knowledge)	Choose an item.	<a href="#">Click here to enter text.</a>
Your Preparation for Work Environment (i.e. VIP intern workshops, coursework, etc.)	Choose an item.	<a href="#">Click here to enter text.</a>
Director Support with Your Internship	Choose an item.	<a href="#">Click here to enter text.</a>
VIP Program Support of Internship	Choose an item.	<a href="#">Click here to enter text.</a>
University/College Support of Internship	Choose an item.	<a href="#">Click here to enter text.</a>
VIP Program Communications (verbal, written)	Choose an item.	<a href="#">Click here to enter text.</a>
VIP Program Cooperation (attitude, willingness)	Choose an item.	<a href="#">Click here to enter text.</a>
VIP Program Organization and Structure	Choose an item.	<a href="#">Click here to enter text.</a>
Mentor Involvement with Your Internship	Choose an item.	<a href="#">Click here to enter text.</a>
Would You Recommend the <i>VIP Program</i> to Other Non-VIP Students	YES or NO	Why? <a href="#">Click here to enter text.</a>
<i>Company</i> Internship Assignments	Choose an item.	<a href="#">Click here to enter text.</a>
<i>Company</i> Work Environment	Choose	<a href="#">Click here to enter text.</a>

	an item.	
Your Attitude About Working for the <i>Company</i>	Choose an item.	Click here to enter text.
Would You Recommend this <i>Company</i> to another VIP Student for Internship or Employment	YES or NO	Why? Click here to enter text.

What areas need improvement? Your suggestions:

Click here to enter text.