

VIP INTERNSHIP APPRAISAL

Company 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 should evaluate your intern as an entry-level engineer with comparable length of employment.
- There are three (3) forms required for the intern appraisal:
 - Project/Activities/Objectives worksheet
 - Company's Intern Performance Appraisal
 - University/Program Performance Appraisal (should be completed at end of internship)
- 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.

VIP INTERNSHIP APPRAISAL

(Projects/Activities/Objectives Sheet)

To be completed by Supervisor

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

Date: [Click here to enter a date.](#)

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

First Internship: Second Internship:

Type of Appraisal: Mid-Term Final

Lyles College of Engineering Department (check one):

CompE EE ME IT:

Supervisor: Please complete the following appraisal of your intern using the rating sheet at the front of the packet. Please be as detailed as possible in your description of their projects.

| Projects (Please describe fully) | Rating Level 1/2/3/4 | Comments |
|--|--------------------------------|---|
| Click here to enter text. | Choose an item. | Click here to enter text. |
| Click here to enter text. | Choose an item. | Click here to enter text. |

| Projects | | Comments |
|---------------------------|-----------------|---------------------------|
| Click here to enter text. | Choose an item. | Click here to enter text. |
| Click here to enter text. | Choose an item. | Click here to enter text. |
| Click here to enter text. | Choose an item. | Click here to enter text. |
| Click here to enter text. | Choose an item. | Click here to enter text. |

| | | |
|--|---|--|
| <p>ACKNOWLEDGEMENT OF THE APPRAISAL FORMS' CONTENTS <i>(Signed by all parties listed below after reviewing the contents)</i></p> | | |
| <p>Date: _____</p> <p>Intern: _____</p> | <p>VIP Representative:</p> <p>_____</p> | <p>Supervisor/Mentor:</p> <p>_____</p> |

INTERN PERFORMANCE APPRAISAL

(Company Worksheet)

Completed by Supervisor 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 student aware of areas where improvement is needed and to enable the coordinator to evaluate the student for academic credit.

| WORK HABITS/Personal Habits | Rating Level 1/2/3/4 | Comments |
|------------------------------------|---------------------------------|---|
| Personal Appearance | Choose an item. | Click here to enter text. |
| Personal Accountability | Choose an item. | Click here to enter text. |
| Interest & Attitude | Choose an item. | Click here to enter text. |
| Courtesy & Tact | Choose an item. | Click here to enter text. |
| Self-Confidence | Choose an item. | Click here to enter text. |
| Personal Ethics | Choose an item. | Click here to enter text. |

Do any of the above need improvement?

[Click here to enter text.](#)

| WORK HABITS & ABILITIES | Rating Level 1/2/3/4 | Comments |
|--|---------------------------------|---------------------------|
| 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 and interpersonal skills (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. |
| VIP Participation and attendance (to be filled out by the Director) | Choose an item. | Click here to enter text. |

What of the above habits of the intern need improvement?

Click here to enter text.

UNIVERSITY/PROGRAM PERFORMANCE APPRAISAL

(Company Worksheet)

Completed by Supervisor after midterm evaluation meeting and submitted to Director at completion of internship period

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/College Attributes | Rating Level 1/2/3/4 | Comments |
|--|---------------------------------|---------------------------|
| Student's Academic Preparation for Internship (job skills, knowledge) | Choose an item. | Click here to enter text. |
| Student's Preparation for Work Environment (professional demeanor, ability to contribute to project quickly) | Choose an item. | Click here to enter text. |
| Midterm review effectiveness | Choose an item. | Click here to enter text. |
| Needs of your organization fulfilled through the placement of an intern | Choose an item. | Click here to enter text. |
| Interaction with the VIP program/director | Choose an item. | Click here to enter text. |

What areas need improvement? Your suggestions:

Click here to enter text.