**EMPLOYER ASSESSMENT FORM (Full-time or Internship Employment)**

**고용주 학생 인턴쉽 평가지 [한글 또는 영어로 작성 바랍니다]**

Intern’s Name (Last, Frist):

Name of Company:

Supervisor [과장급 이상 관리자]: [signature] Date:

Intern’s Position or Assignment:

**PART I**

Please complete this evaluation at the end of the student’s work period. You are encouraged to discuss the completed form with the intern to aid in their professional development. The evaluation is a mechanism that the Faculty has employed to inform its continuous improvement program, therefore it is not confidential. Please use the scale below to evaluate your intern’s performance in the following areas:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 |
| Needs more training or education | Performing below expectations | Acceptable performance | Above average performance | Superior performance | Not observed |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | **General Workplace Performance 업무성과** |  |  |  |  |  |  |
|  | Attendance | 1 | 2 | 3 | 4 | 5 | 6 |
|  | Punctuality | 1 | 2 | 3 | 4 | 5 | 6 |
|  | Appropriate dress | 1 | 2 | 3 | 4 | 5 | 6 |
|  | Attitude | 1 | 2 | 3 | 4 | 5 | 6 |
|  | Acceptance of criticism | 1 | 2 | 3 | 4 | 5 | 6 |
|  | Asks appropriate questions | 1 | 2 | 3 | 4 | 5 | 6 |
|  | Self-motivated | 1 | 2 | 3 | 4 | 5 | 6 |
|  | Practices ethical behavior | 1 | 2 | 3 | 4 | 5 | 6 |
|  |  |  |  |  |  |  |  |
| 2 | **Specific Job Assignment Performance 과제성과** |  |  |  |  |  |  |
|  | Sufficient knowledge to perform tasks | 1 | 2 | 3 | 4 | 5 | 6 |
|  | Verbal communication skills | 1 | 2 | 3 | 4 | 5 | 6 |
|  | Written communication skills | 1 | 2 | 3 | 4 | 5 | 6 |
|  | Analytical skills – analyses problems and takes appropriate action | 1 | 2 | 3 | 4 | 5 | 6 |
|  | Uses technical skills required for the position | 1 | 2 | 3 | 4 | 5 | 6 |
|  | Meets deadlines | 1 | 2 | 3 | 4 | 5 | 6 |
|  | Takes initiative to get a job done, including overcoming obstacles | 1 | 2 | 3 | 4 | 5 | 6 |
|  | Sets priorities | 1 | 2 | 3 | 4 | 5 | 6 |
|  |  |  |  |  |  |  |  |

**How would you assess the intern’s overall performance 전체평가?**

□ outstanding □ above average □ satisfactory □ below average □ unsatisfactory

**EMPLOYER ASSESSMENT FORM (Internship/Full Employment)**

**PART II**

This section gives you the opportunity, as an experienced professional, to make recommendations that would help in the professional development of the student as well as give the Faculty some insight into the areas that may need more attention.

What do you consider the major strengths of this intern? [인턴의 강점]

What areas need improvement? [인턴의 발전방향]

What would you recommend to make this student better prepared for the workplace? (E.g. courses, activities, skills acquisition, programs)? [대학에 바라는점]

Other comments, commendations, or recommendations:

**Thank you for your time in completing this evaluation!**

**Contact(연락처 email)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**