

Employer Evaluation Form

Please write in **DARK ink**: Name of Business _____

Employer or Supervisor: _____

Mailing address of business: _____

City, State and Zip Code: _____

Dear Employer:

Please understand we will review this evaluation and then give it to your intern.
Please take the time to give thoughtful input that the student can carry with them. Please give helpful comments as this experience is a learning experience for them and your insights, suggestions, compliments, also carefully crafted criticism if they need it, will be helpful to them as they face and take on future job situations & future employers.

Thank you, Whitney Ingersoll

Name of Santa Barbara Middle School Student: _____

Brief list of student's activities and duties: _____

Did your intern call ahead of time to confirm job and dress code? _____

Was he/she on time every day? ____ If he/she was sick, did he/she call to let you know? ____

Did your intern follow your expected dress code? _____

Was your intern clean every day: hair, fingernails, clothing, and shoes? _____

Do you feel your Student intern show a positive attitude? _____

He/she consistent throughout the week?: _____

Of what needs and expectations did you see your student become more aware? _____

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Did the student ask for feedback about his/her performance? _____

Did he/she react well to your suggestions? _____

Please give a specific example of the following skills the student displayed for you:

Problem Solving Skills: _____

Initiative Skills: _____

Community Skills: _____

Did your intern show the following:

Energy and enthusiasm _____ Neatness and efficiency in work _____

A desire to ask questions _____ Focused and Attentive Effort _____

Was your intern: Responsible _____ Able to get along with others _____ Polite _____

Do you think your intern gave the week his or her best shot? _____

Do you feel the student represented him/herself well this week? _____

Please explain: _____

If this student was of working age and asked you for a recommendation to another employer, would you recommend him/her? _____ Please give your reasons for your answer: _____

You just spent one week working with this student and had the opportunity to see him/her in the presence of the real working world. Please use the next few lines to give honest feedback as to what he/she did well and where improvement would be helpful. Please include any constructive feedback, positive and productive, which will be helpful for this young person as they enter the working world in their near future.

Would you be willing to participate again? _____ **Please rate your intern:** _____

A: Excellent, Outstanding **B:** Above Average **C:** Showed up, did the job, was not disappointing

D: Below my expectations (reasons given above.) **F:** Was not satisfactory (reasons above.)

Please mail back to: Whitney Ingersoll at SBMS, 2300-A Garden Street SB, CA 93105 **Thank you!!!**