



DEPARTMENT OF HOSPITALITY MANAGEMENT  
INTERNSHIP EVALUATION

Student's Name: \_\_\_\_\_ Date of Evaluation: \_\_\_\_\_

Internship Site: \_\_\_\_\_ Phone: \_\_\_\_\_

Internship Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

The following guide should be used in rating the intern:

- 5 = Excellent: Exhibits the highest level of performance. Exceeds goals.
- 4 = Performs above standard level. Meets most goals and exceeds several.
- 3 = Meets expectations: A solid, consistent performance. Meets some goals.
- 2 = Below expectations: Performance needs to be improved in several major areas. Did not meet many goals.
- 1 = Unacceptable: Performance is below job requirements and needs significant improvement. Did not meet most goals.
- N/A = Not applicable

*Please circle the number that best represents your appraisal:*

**I. Professional Preparation**

Displays promptness and dependability	5	4	3	2	1	N/A
Appropriate attire and personal demeanor	5	4	3	2	1	N/A
Adequately prepared to complete assigned tasks	5	4	3	2	1	N/A
Displays content knowledge	5	4	3	2	1	N/A

**II. Professional Performance**

Applies knowledge	5	4	3	2	1	N/A
Ability to solve problems	5	4	3	2	1	N/A
Ability to adjust to diverse situations	5	4	3	2	1	N/A
Adheres to confidentiality	5	4	3	2	1	N/A
Demonstrates enthusiasm in work	5	4	3	2	1	N/A
Ability to complete tasks and projects professionally and timely	5	4	3	2	1	N/A

**III. Communication Skills**

Communicates in a clear and professional manner orally and in writing	5	4	3	2	1	N/A
Uses technology adequately	5	4	3	2	1	N/A
Listens attentively	5	4	3	2	1	N/A
Is courteous and diplomatic	5	4	3	2	1	N/A
Demonstrates a true spirit of hospitality	5	4	3	2	1	N/A



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**IV. Organization**

Ability to plan and execute a project	5	4	3	2	1	N/A
Prepares products and tools in advance to execute tasks/projects	5	4	3	2	1	N/A
Ability to prioritize	5	4	3	2	1	N/A
Meets deadlines	5	4	3	2	1	N/A
Pays attention to details	5	4	3	2	1	N/A

**V. Team Performance**

Ability to relate and work with team members	5	4	3	2	1	N/A
Is respectful and considerate of others	5	4	3	2	1	N/A
Exhibits responsibility	5	4	3	2	1	N/A
Is dependable	5	4	3	2	1	N/A

**VI. Overall Performance**

5 4 3 2 1 N/A

Based upon your **overall evaluation** of the intern’s efforts, circle the most appropriate score value on the scale.

**Recommendations**

What recommendations do you have that would contribute to the professional development of this student?

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I have reviewed this evaluation with the student through a personal conference.

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Supervisor’s signature

Date