

# RISD Supervisor Evaluation for Credit Bearing Internships

**SAMPLE FORM ONLY - Please do not fill out, for reference only!**

**All internship supervisors who have RISD students interning and receiving academic credit for the experience will be required to complete an electronic Supervisor Evaluation on behalf of the student.**

**The Career Center will send an email to both the intern supervisor and student with a link to the electronic evaluation form to be completed and submitted online.**

**You may preview the evaluation form below.**



Thank you for hiring a RISD intern! Your feedback is greatly appreciated and will be used by our academic departments for grading.

Please note that **each page of this form WILL TIME OUT after 15 minutes**. If you cannot complete the evaluation now, please make note of the questions and come back to submit the form when you will be able to answer all the questions in one sitting. You may preview the full evaluation [HERE](#)

When you have finished answering all questions, **please click "Done"** and tomorrow you will receive a confirmation email with a copy of your answers. If you do not receive this email, it means your evaluation was not received.

Please contact our office if you have any questions: [internships@risd.edu](mailto:internships@risd.edu) or (401) 454-6614

1. Intern's First Name\*

2. Intern's Last Name\*

3. Intern's Department at RISD\*

4. Company/Organization Name\*

5. Intern Supervisor's First Name\*

6. Intern Supervisor's Last Name\*

7. Intern Supervisor's Title\*

Please click **Next** or **Save** to save your answers on this page and **proceed to page 2/3**.

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**Instructions:** Please complete the evaluation of the intern objectively, comparing him/her with other interns, with other personnel assigned the same or similar positions, and with individual standards. Comments are especially helpful and appreciated.

**8. Attendance Rating:\***

Please rate the intern's attendance.

- Excellent  Good  Fair  Unsatisfactory

**9. Attendance Comments:**

Please note any additional comments about the intern's attendance. (400 character limit)

**10. Knowledge Rating:\***

Please rate the intern's knowledge. For instance, how well do you feel the intern was prepared for the job?

- Excellent  Good  Fair  Unsatisfactory

**11. Knowledge Comments:**

Please note any additional comments about the intern's knowledge. (400 character limit)

**12. Productivity Rating:\***

Please rate the intern's productivity. For instance, did the intern accomplish all tasks given in a satisfactory manner within the allotted time? Did the intern ask questions to clarify when necessary?

- Excellent  Good  Fair  Unsatisfactory

**13. Productivity Comments:**

Please note any additional comments about the intern's productivity. (400 character limit)

**14. Work Ethic Rating:\***

Please rate the intern's work ethic, including things such as dependability, communicating and relating to others.

- Excellent  Good  Fair  Unsatisfactory

**15. Work Ethic Comments:**

Please note any additional comments about the intern's work ethic. (400 character limit)

**16. Problem-Solving Rating:\***

Please rate the intern's problem-solving, including things such as resourcefulness and quality of work.

- Excellent  Good  Fair  Unsatisfactory

**17. Problem-Solving Comments:**

Please note any additional comments about the intern's problem-solving capabilities. (400 character limit)

**18. Appearance Rating:**

Please rate the intern's appearance. For instance, did the intern dress appropriately for the position?

- Excellent  Good  Fair  Unsatisfactory

**19. Appearance Comments:**

Please note any additional comments about the intern's appearance. (400 character limit)

**20. Attitude Rating:\***

Please rate the intern's attitude, including things such as work capacity and willingness to learn.

- Excellent  Good  Fair  Unsatisfactory

**21. Attitude Comments:**

Please note any additional comments about the intern's attitude. (400 character limit)

Please click **Next** or **Save** to save your answers on this page and **proceed to page 3/3**.

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22. Overall Rating:\*

Please provide an overall rating of the intern.

- Excellent  Good  Fair  Unsatisfactory

23. Overall Comments:

Please note any overall comments about the intern. (400 character limit)

24. What do you consider the intern's most significant strengths?\*

25. What areas of improvement would you suggest for the intern?\*

26. Do you have suggestions for RISD that would improve the internship process?\*

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