

Santa Ana Unified School District  
CTE Internship  
Student Evaluation Form

Intern's Name: \_\_\_\_\_ High School \_\_\_\_\_

Supervisor: \_\_\_\_\_ Business Site: \_\_\_\_\_

Deadline ~ Please return (or mail) completed form to \_\_\_\_\_ by: \_\_\_\_\_.

List intern's/student's job duties below:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

**Instructions:** Please check one statement in each category that best describes your intern/student learner's attitude and performance. Additional comments are welcome.

**1. Punctuality**

- ☐ Always on time  
☐ Usually on time  
☐ Frequently late: number of days \_\_\_\_

**2. Attendance**

- ☐ Outstanding  
☐ Seldom absent  
☐ Frequently absent: number of days \_\_\_\_

**3. Personal Appearance**

- ☐ Always appropriate for the job  
☐ Occasionally not, appropriate  
☐ Appropriate dress needs to be discussed  
Note why: \_\_\_\_\_

**4. Attitude Towards Learning**

- ☐ Is enthusiastic; cooperative; eager to do a good job  
☐ Generally, cooperative  
☐ Reluctant to do more than has to  
☐ Uncooperative; puts out little effort

**5. Attitude Toward Supervision**

- ☐ Profits by suggestions  
☐ Has difficulty accepting suggestions  
☐ Does not act of suggestions given

**6. Relations with others**

- ☐ Is courteous and considerate of others  
☐ Should be more considerate  
☐ Has been discourteous/rude

**7. Initiative**

- ☐ Initiate tasks; is self-directed  
☐ Requires normal direction  
☐ Must have considerable direction

**8. Work Safety**

- ☐ Observes all safety/sanitation rules  
☐ Usually observes safety rules  
☐ Is careless and/or unsafe in work habits

**9. Job Performance**

- ☐ Is accurate; attentive to details  
☐ Usually accurate and reliable  
☐ Output is unsatisfactory

**Overall Rating:**

- ☐ 5 Excellent  
☐ 4 Above Average  
☐ 3 Average  
☐ 2 Improvement needed  
in some areas  
☐ 1 Unsatisfactory

Intern's previous rating has: ☐ Improved ☐ Become lax ☐ Remained the same ☐ This is the first rating

Comments (if applicable): \_\_\_\_\_

Please check if: ☐ Work Permit is on file (paid internships) ☐ You would like me to contact you

Employer/Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_