

# Western Engineering

## Internship Employer Evaluation

Name of Intern:		
Job Title of Intern:		
Organization:		
Department:		
Evaluation Type:	Preliminary (3 months):	Final:

Please fully complete the chart below using the rating system and rubric (Appendix A) provided to assign a rating for each attribute. The N/A rating should only be used if the attribute has not been observed for the intern.

**1 - Unacceptable    2 - Below Expectations    3 - Meets Expectations    4 - Exceeds Expectations**

ATTRIBUTE	1	2	3	4	N/A	COMMENTS
Quality of Work						
Quantity of Work						
Oral Communication						
Written Communication						
Independent Work						
Teamwork						
Impact of Engineering on Society and the Environment						
Application of Ethical Behaviour						
Equity						
Economics and Project Management						
Initiative						
Professionalism						
Attendance						
Ability to Learn and Receive Feedback						

## **Employer's Evaluation of Internship Employee**

**Required** - List employee's major technical duties:

**Required** - Employee's strengths and areas of performance to develop:

**Required** - Please write comments on OVERALL PERFORMANCE:

Please comment on your thoughts regarding the Internship Program and any suggestions for preparing students prior to beginning placements:

Has this evaluation been discussed with employee?

YES

NO

Name of Evaluator:	
Job Title of Evaluator:	
Email:	
Telephone:	
Date:	

Signature of Evaluator:

**ANY OBSERVATIONS YOU MAY HAVE REGARDING THIS PROGRAM OR THE  
PREPARATION OF THE STUDENTS WOULD BE VERY WELCOME**

## APPENDIX A – RUBRIC FOR ATTRIBUTE RATINGS

Attribute	Unacceptable 1	Below Expectations 2	Meets Expectations 3	Exceeds Expectations 4
<b>Quality of Work</b>	Unsatisfactory work with frequent errors	Quality of work is below expectations and often contains errors	Consistently produces quality work with few revisions required	Consistently produces high quality of work with little to no error
<b>Quantity of Work</b>	Unsatisfactory level of productivity and often does not complete assigned work on time	Productivity is below expectations and does not always complete assignments on time	Consistently demonstrates a satisfactory level of productivity on work and meets assigned deadlines	Consistently completes high volume of work and seeks additional assignments
<b>Oral Communication</b>	Frequently uses inappropriate language and ideas are not easily understood	Sometimes uses inappropriate language and ideas are occasionally misunderstood	Consistently uses language that is appropriate, clear and understandable	Exceptional communication skills; ideas are clear, organized and well understood
<b>Written Communication</b>	Written documentation is often unclear or incoherent; contains frequent spelling and grammatical errors	Written documentation is sometimes unclear or inappropriate to audience; sometimes has spelling and grammatical errors	Written documentation is clear, concise and appropriate to audience, ideas are persuasive and clear; usually has work that is free of spelling and grammatical errors	Written documentation meets expectations plus is engaging and is interesting to read by a wide variety of audiences, free of spelling and grammatical errors
<b>Independent Work</b>	Easily distracted and requires frequent reminders to stay on task	Sometimes distracted and occasionally check-ins are needed to stay on task	Consistently stays on tasks and requires limited monitoring	Student meets expectation plus; actively seeks out additional projects and/or additional learning opportunities on their own
<b>Teamwork</b>	Often uncooperative and has difficulty developing working relationships with team  Does not contribute ideas or work output towards team goals	Sometimes is uncooperative and has difficulty developing working relationships with team  Contributes ideas or work output towards team goals	Works well with other team members  Frequently contributes ideas and/or work output towards team goals	Meets expectations plus; proactively identifies areas for improvement of team dynamics by generating ideas and providing feedback to others

<b>Impact of Engineering on Society and the Environment</b>	No awareness of how work output impacts economic, social, health, safety, legal and cultural aspects within organization or society	Some awareness of how work output impacts economic, social, health, safety, legal and cultural aspects within organization or society	Consistently recognizes how work output impacts economic, social, health, safety, legal and cultural aspects within organization or society	Meets expectations plus; identifies areas of improvement in which their role can have a more positive impact on the economic, social, health, safety, legal and cultural aspects within organization or society
<b>Application of Ethical Behavior</b>	Does not recognize an ethical dilemma or take appropriate actions to resolve	Sometimes is able to identify an ethical dilemma and take appropriate actions to resolve	Recognizes ethical dilemmas and takes appropriate actions	Proactive in anticipating potential ethical dilemmas and takes actions to prevent dilemmas from occurring
<b>Equity</b>	Demonstrates complete lack of sensitivity to cultural, age and or gender issues	Recognizes when actions by others are inappropriate from a cultural, age or gender perspective, but is passive in addressing these lapses	Actively steps in to resolve instances when actions by others are inappropriate from a cultural, age or gender perspective	Proactively sets “ground rules” to discourage gender, age or culturally inappropriate actions by others
<b>Economics &amp; Project Management</b>	<p>Poor use of time, budget and human resources on a project</p> <p>Unable to logically breakdown the activities and resources of the project</p>	<p>Inefficient use of time, budget and human resources on a project</p> <p>Project plans do not consider all factors (time, budget, human resources) OR have unrealistic expectations</p>	<p>Effectively manages time, budget and human resources on a project</p> <p>Project plans are complete, logically ordered and realistic</p>	<p>Meets expectations, plus; project plan includes contingency planning for unexpected factors</p>

<b>Initiative</b>	Lacks initiative and often needs to be reminded to complete tasks	Works only to the minimum requirements of the role  Does not seek out additional work and/or learning opportunities	Completes assigned tasks and occasionally seeks additional work and/or learning opportunities	Completes assigned tasks and frequently seeks out additional work and/or learning opportunities
<b>Professionalism</b>	Frequently unprepared for workplace situations  Frequently ignores or forgets organizational policies and standard	Sometimes is unprepared for workplace situations  Sometimes ignores or forgets organizational policies and standards	Mostly conducts self in a professional manner by being prepared and adhering to organizational policies and standards	Always conducts self in a professional manner by being prepared, adhering to organizational policies and standards
<b>Attendance</b>	Frequently arrives late and/or misses days of work without explanation	Often arrives late and sometimes misses days of work without explanation	Arrives on time and provides appropriate notice when time away is required	Meets expectations; and is available to work extra hours when required
<b>Ability to Learn and receive Feedback</b>	Unaccepting of feedback. Does not recognize the need to improve and/or does not take steps to improve gaps in knowledge	Accepts feedback and recognizes the need to improve, however, does not take appropriate steps to address gaps in knowledge	Accepts feedback and addresses areas required for improvement	Meets expectations and; proactively seeks learning opportunities for future personal and professional growth