

Mentor Evaluation of CSISD CVA Student Intern

Student: _____

Internship Site: _____

Instructor: Ms. Lewandowski

Mentor: _____

Instructions: Please rate the identifying factor which best describes the student/learner by entering the corresponding **NUMBER** (3-10) in the "TOTAL" column.

Intern Traits	9-10 Outstanding	7-8 Better than Average	5-6 Average	3-4 Needs Much Improvement	TOTAL
Job Knowledge	Good knowledge. Asks questions to gain understanding of job.	Moderate knowledge, can answer most questions.	Lacks knowledge of some phases of job.	Shows no interest in gaining knowledge of job.	
Quality of Work	Thorough and exact in all respects. Needs no supervision.	Usually thorough. Little supervision needed.	Sometimes thorough. Moderate supervision needed.	Not thorough. Needs a lot of supervision.	
Initiative & Follow-Through	Always finds what needs to be done and does it.	Seldom needs help or follow-up to complete routine work.	Often needs help or follow-up to complete routine work.	Needs constant supervision and follow-up help.	
Cooperation	Continually promotes goodwill. Cooperates fully.	Cooperates willingly when asked, and pleasant to deal with.	Cooperates reluctantly.	Uncooperative.	
Attitude	Takes a keen interest in the work. Takes initiative to learn.	Shows interest in work and has desire to learn.	Seems to enjoy work, but is willing to "stand still".	Seems to resent work; has no desire to learn.	
Dependability & Attendance	Very industrious, always reports to work.	Meets obligations with very little supervision, absence unusual.	Normal dependability, timely notification of absences.	Unavailable for work, chronically absent.	
Ability to get along with people	Tactful and understanding in dealing with people.	Usually poised, courteous, and tactful with people.	Sometimes lacks poise and understanding, seems indifferent.	Lacks tact and understanding in dealing with people.	
Personal Appearance	Always presents appropriate well-groomed appearance.	Usually has appropriate appearance.	Often neglects to take care of personal appearance.	Inappropriate appearance.	
Adaptability	Learns quickly, is adept at meeting changing situations	Adjusts readily	Makes necessary adjustments after considerable instruction	Is slow in grasping ideas, has difficulty adapting to new situations	
Punctuality	On time	Seldom tardy	Punctuality could be improved	Very often tardy	

TOTAL GRADE

Comments:

Maturity level of this student: Below Average Average Above Average

MENTOR'S SIGNATURE: _____

Date _____

In order for this evaluation to be most effective, you are encouraged to go over it with your student/learner and help them make a plan for improvement.

