

# 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<br>Outstanding   | 7-8<br>Better than Average                                       | 5-6<br>Average  | 3-4<br>Needs Much Improvement  | TOTAL |
|---|---|--|---|--|-------|
| <b>Job Knowledge</b>                    | 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.                       |       |
| <b>Quality of Work</b>                  | 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.                            |       |
| <b>Initiative &amp; Follow-Through</b>  | 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.                       |       |
| <b>Cooperation</b>                      | Continually promotes goodwill. Cooperates fully.              | Cooperates willingly when asked, and pleasant to deal with.      | Cooperates reluctantly.                                     | Uncooperative.   |       |
| <b>Attitude</b>                         | 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.                        |       |
| <b>Dependability &amp; Attendance</b>   | 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.                            |       |
| <b>Ability to get along with people</b> | 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.                 |       |
| <b>Personal Appearance</b>              | Always presents appropriate well-groomed appearance.          | Usually has appropriate appearance.                              | Often neglects to take care of personal appearance.         | Inappropriate appearance.  |       |
| <b>Adaptability</b>                     | 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 |       |
| <b>Punctuality</b>                      | 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.*

