**University of Scranton**

**Accounting Department**

**Kania School of Management**

**Scranton, PA 18510-4602**

INTERN EVALUATION

The Accounting Department of the University of Scranton is grateful to your organization for participating in our Accounting Internship Program. We firmly believe that this program is beneficial to all involved parties. Because of the gratitude we feel to sponsoring organizations and the benefits we believe ensue to the various parties, we treat the Internship Program very seriously. In so doing, we are careful in assigning the internship grade that the student receives. We respectfully ask that someone who is very familiar with the student’s work performance complete this two-page evaluation sheet, and that it be submitted at the evaluator’s earliest convenience to:

Dr. James Boyle, DBA, CPA, Accounting Internship Faculty Adviser, at the address shown above or by email to james.boyle@scranton.edu.

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Name of student being evaluated Date

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Name of Supervisor/Evaluator Evaluator’s Signature

Please rate the intern on the following criteria (1 = Weak, 3 = Average, 5 = Excellent):

1. Overall ability 1 2 3 4 5
2. Reliability 1 2 3 4 5
3. Work attitude 1 2 3 4 5
4. Work habits 1 2 3 4 5
5. Interpersonal relations 1 2 3 4 5
6. Personal appearance 1 2 3 4 5
7. Cooperation 1 2 3 4 5
8. Because of your first-hand knowledge of the intern’s job performance, we would

like your input into the grade that the intern will ultimately receive. Please circle

the word or term that best describes the intern’s performance:

Unsatisfactory

Acceptable, but below average

Satisfactory (Average)

Good (Above Average)

Excellent

1. Please offer below any additional comments you might have concerning the intern’s strengths/weaknesses.