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**EMPLOYER’S FEEDBACK FORM**

**Company Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Tel. No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Intern:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program of study:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Period of Internship: From\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Number of times absent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of times late: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. How would you rate your experience with the internship process? (This includes liaison staff, site visits, paperwork, etc)

Excellent Very Good Average Needs Improvement

1. What worked well?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. How could we improve the process?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Are you willing to continue participating in the internship program?

Yes No Undecided, will make contact

1. Is there a written document outlining work activities for interns? Yes No
2. Using the rating scale below, rate the intern by inserting the number that best reflects your opinion of the intern’s activities.

**Excellent = 5 Good = 3 Poor = 1**

**Very Good = 4 Average = 2**

|  |  |  |
| --- | --- | --- |
|  | **ACTIVITY** | **RATING** |
| 1 | Approach to work |  |
| 2 | Response to authority |  |
| 3 | Willingness to learn |  |
| 4 | Ability to follow instructions |  |
| 5 | Cooperation with coworkers |  |
| 6 | Relationship with clients |  |
| 7 | Willingness to assist |  |
| 8 | Willingness to volunteer |  |
| 9 | Knowledge of work assigned |  |
| 10 | Quality of work |  |
| 11 | Speed of work |  |
| 12 | Working without supervision |  |
| 13 | Deportment |  |
|  | **Total** |  |

 **Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Assign a grade using this grid.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **A =** (54 - 65) | **B** = (41 - 53) | **C** = (28 - 40) | **D =** (27 - 14) | **E** = (13 - 0) |

7. Would you hire this student if a vacancy existed? Yes No

**Thank you for your contribution.**