

BEHAVIORAL EVALUATION

Source: Business Education Compact/Oregon Creative Services Alliance Internship Toolkit

(To be completed in conjunction with evaluation of learning objectives)

Intern _____ Position Title _____

Worksite supervisor _____ Department _____

	Always	Usually	Sometimes	Never
Arrives to work station on time and ready to work				
Dresses appropriately per organization's dress code				
Works well with peers and co-workers				
Understands and follows instructions well				
Completes assigned tasks on time				
Requires minimum supervision				
Continuously seeks to improve work product				
Seeks additional tasks during "down time"				
Plans ahead when requesting time off or flexibility in schedule				