

# EASTERN MICHIGAN UNIVERSITY J-1 TRAINEE PROGRAM FINAL EMPLOYER EVALUATION

STUDENT'S NAME: \_\_\_\_\_ STUDENT #: \_\_\_\_\_

JOB PLACEMENT TITLE: \_\_\_\_\_

EMPLOYER / COMPANY: \_\_\_\_\_

DIVISION / DEPARTMENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

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CITY

STATE

ZIP CODE

SUPERVISOR / EVALUATOR: \_\_\_\_\_

TITLE: \_\_\_\_\_

STUDENT'S PLACEMENT PERIOD: \_\_\_\_\_ 20\_\_ TO \_\_\_\_\_ 20\_\_

**INSTRUCTIONS:** This form is designed to assess the performance of the international student in your employ. This final evaluation, due 2 weeks before the end of the placement period, serves to identify the student's strengths and weaknesses. Responses should be candid and accurately reflect the student's performance.

1. STUDENT'S MAIN RESPONSIBILITIES:

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2. Please indicate, using the following scale, your assessment of the traits listed.

5 = Superior / Outstanding

1 = Poor

4 = Very Good

0 = Do Not Know

3 = Average

N/A = Not Applicable to this student

2 = Below Average

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ 20\_\_

- |   |  |
|---|--|
| 1. ___ Punctuality  | 10. ___ Student takes initiative   |
| 2. ___ Ability to learn   | 11. ___ Appearance (adheres to dress code / fits in with co-workers)             |
| 3. ___ Ability to communicate:<br>___ Oral ___ Written                              |  |
| 4. ___ Ability to work under deadline pressure                                      | 12. ___ Personal hygiene   |
| 5. ___ Seems to understand the inner-workings of the company and his/her department | 13. ___ Level of maturity  |
| 6. ___ Ability to make significant contributions                                    | 14. ___ Level of self-confidence   |
| 7. ___ Level of creativity  | 15. ___ Emotional stability  |
| 8. ___ Ability to work independently  | 16. ___ Level of enthusiasm and attitude toward work                             |
| 9. ___ Ability to work well with others   | 17. ___ Pride in work  |
|   | 18. ___ Dependability (ability to respond immediately to assignments / projects) |

3. What do you consider the student's strengths? Consider his/her interpersonal skills with co-workers and those outside the company (e.g. clients / colleagues).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. What do you consider the student's weaknesses? How did the student address his/her shortcomings? Was the student successful in making positive changes?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Based on this student's overall performance, and assuming there was an opening in your firm, would you (and your colleagues) consider hiring this intern?

Note: The hypothetical position could be anywhere within the firm's network of companies and divisions worldwide.       Yes       No

Why? \_\_\_\_\_

\_\_\_\_\_

6. Please assign a final letter grade, taking into account all aspects of the intern's placement. Circle your choice: A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, E (Fail)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ 20 \_\_\_\_