



WORKSITE SUPERVISOR FINAL EVALUATION

Career and Technical Education 179 County Route 64 - Mexico, NY 13114

STUDENT: _____ EVALUATOR: _____

BUSINESS: _____ DATE: _____

Please rate the intern's performance and the CiTi programs:

ATTITUDE/INITIATIVE

Demonstrates enthusiasm, interest and motivation to learn	
Looks for opportunities to take on new tasks/projects	
Once instruction is given, works with minimal assistance	

COMMUNICATION

Listens well, follows directions	
Asks appropriate questions; seeks clarification when needed	
Is cooperative and communicates well with coworkers and supervisors	
Is courteous, friendly, and professional to customers/clients	

EMPLOYABILITY & PROFESSIONALISM

Maintains consistent attendance; notifies supervisor in advance if tardy or absent	
Dresses appropriately according to workplace expectations	
Strives to perform quality work; completes all assigned tasks	
Demonstrates ethical behavior; Maintains confidentiality	
Follows safety protocol and procedures	

Comments and/or suggestions for the student:

INTERNSHIP PROGRAM

Helps students make the transition from school to the world of work	
Helps students develop appropriate work habits and attitudes	
Allows students an opportunity to apply and enhance specialized skills	
Assists students in making wise choices about jobs or careers	
The internship program is valuable and should be continued for future CiTi classes	

CAREER & TECH ED PROGRAMS

Provide students with ample opportunities to explore many aspects of the industry	
Adequately prepare students to attain entry level jobs within a chosen career field	
Provide students with a relevant and rigorous curriculum	
Seek input from business/industry to align program with current industry standards	

Recommendations/comments for the work experience (Internship/Co-op) Program:

Have you reviewed this with the student? _____

Signature _____

Thank you for your time and support!

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