

Seaman High School College and Career Ready
Student Internship Mentor Evaluation

Student: _____

Date: _____

Mentor: _____

Location of Internship: _____

Internship Evaluation to be completed by the Mentor

The Career Ready Ethics and Values incorporate the importance of work place expectations as a vital part of preparing students for life after high school.

Grading Scale A = EXCEEDS EXPECTATIONS B = MEETS EXPECTATIONS C = NEEDS IMPROVEMENT U = UNACCEPTABLE	A	B	C	U
Criteria				
<u>Attendance</u> – Comes to work when scheduled, arrives and leaves on time, notifies business or agency in advance of un planned absences.				
<u>Character</u> – Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self responsibility. Does not engage in gossip. Follows company policy.				
<u>Appearance</u> – Displays appropriate dress, grooming, hygiene and etiquette.				
<u>Attitude</u> – Demonstrates a positive attitude; appears selfconfident; has realistic expectations of self. Displays the “Golden Rule” approach to everyone.				
<u>Productivity</u> – Follows all safety practices; conserves materials; keeps work areas efficient.				
<u>Organizational Skills</u> – Demonstrates skills in prioritizing and management of time and stress; demonstrates flexibility in handling change.				
<u>Communication</u> – Displays appropriate nonverbal (eye contact, body language) and oral (listening, telephone etiquette, and grammar) skills.				
<u>Cooperation</u> – Emotionally calm, patient and supportive; appropriately handles criticism, conflicts, and complaints; demonstrates problem-solving capability; maintains appropriate relationships with supervisors and/or peers; works well in small and large groups alike.				
<u>Respect</u> – Deals appropriately with cultural/racial/gender/age diversity; does not engage in mistreatment or harassment of any kind. Is especially courteous and cooperative with all adults at all times.				
<u>Teamwork</u> – Respects the rights of others; respects confidentiality; is a team player; is cooperative; is assertive, displays customer service attitude, seeks opportunities to learn and demonstrates mannerly behavior.				

Any additional comments the mentor would like to add:

Mentor Signature: _____

Date: _____

Please fax to Gita Noble @ 785-286-8320 or mail to 4850 NW Rochester Rd. Topeka, KS 66617 or email to gnoble@usd345.com

You are welcome and encouraged to share this completed form with your student before final submission.