

RECOMMENDATION FORM
Internship

INTERN'S NAME _____ SS# _____

AGENCY/BUSINESS _____

ADDRESS _____

- 1 - UNSATISFACTORY
- 2 - BELOW AVERAGE
- 3 - AVERAGE
- 4 - ABOVE AVERAGE
- 5 - OUTSTANDING
- 0 - NO BASIS FOR JUDGEMENT

PHONE (_____) _____

FACTORS EVALUATED

	1	2	3	4	5	0
Appearance: appropriate dress, poise and tact						
Cooperation: working with staff and public						
Initiative: works effectively without detailed instruction						
Organization: plans and implements given responsibilities						
Leadership: rounded leadership ability						
Dependability: punctual, carries out assignments						
Emotional stability: can objectively accept suggestion and criticism, maintains calm under pressure						
Enthusiasm: interested in work and reflects interest to others						
Skills: knowledge and ability in assigned area(s)						
Safety conscious: Recognizes and implements safe practices cognizant of hazard & attempts to eliminate them						
Facility awareness: upkeep of equipment and supplies						

Written Summary: Please summarize the intern's experience and point out specific strengths and weaknesses (use separate sheet of paper, using Agency letterhead)

Evaluated by: _____
Print or type/signature required

Position: _____ Date: _____