

**AUSTIN COMMUNITY COLLEGE
MUSIC BUSINESS, PERFORMANCE + TECHNOLOGY
INTERNSHIP JOB PERFORMANCE RATING SHEET
(To be completed by employer)**

Intern: _____ **Due Date:** _____

Job Title: _____

Please place the rating number in the appropriate column for those work habits and personal traits that apply to the student. N/A designates "not applicable."

Rating Key:
1 - Excellent
2 - Good
3 - Satisfactory
4 - Needs Improvement
N/A - Not Applicable

WORK HABITS

RATING:

	1. Proper use and maintenance of equipment
	2. Economy in use of materials
	3. Organization of facts for assignments, systematization of work
	4. Proper maintenance of work area
	5. Anticipation of needs (projection of work load)
	6. Ability to think critically
	7. Ability to solve work related problems
	8. Perseverance (industry, thoroughness, determination)
	9. Accuracy as manifested in:
	Written work
	Record keeping
	Interpretation of data

	Proofreading/Editing
	10. Creativity in producing plans or ideas relating to work

INTERPERSONAL SKILLS

RATING:

	1. Sense of fitness:
	Appropriate grooming
	Poise/self control
	2. Regularity of attendance/punctuality
	3. Ability to express ideas
	4. Dependability/Reliability:
	Following instructions
	Observing rules
	5. Adaptability to new situations:
	Judgment
	Alertness
	Tactfulness, sensitivity
	Open to change
	Thinks, retains ideas
	6. Enthusiasm for work:
	Initiative
	Cheerfulness
	Persistence
	7. General attitude toward people:
	Cooperation
	Openness

COMMENTS, PLEASE:

Employer Signature: _____

Print Employer Name: _____

Has this evaluation been discussed with the student? Yes ___ No ___