

CONFIDENTIAL INTERN EVALUATION FORM

MTSU DEPARTMENT OF RECORDING INDUSTRY
Tom Hutchison: Music Business Internship Coordinator
Middle Tennessee State University, Box 21, Murfreesboro, TN 37132
PHONE (615) 904-8167 FAX (615)-527-0274

Name of Intern: _____

Employer: _____

Supervisor: _____

Semester: _____ Credit Hours: _____

Please give us your objective evaluation of the intern's performance in each of the following categories. This form should be returned the last week the intern is in your employ in order for a grade to be entered on time. Return this form in the enclosed envelope or FAX to (615) 898-5682.

	<u>Unacceptable</u>	<u>Poor</u>	<u>Average</u>	<u>Good</u>	<u>Excellent</u>	<u>N/A</u>
1. General work attitude	1	2	3	4	5	6
2. Punctuality/dependability	1	2	3	4	5	6
3. Professionalism	1	2	3	4	5	6
4. Ability to work with others	1	2	3	4	5	6
5. Ability to follow directions	1	2	3	4	5	6
6. Ability to complete tasks	1	2	3	4	5	6
7. Acceptance of responsibility	1	2	3	4	5	6
8. Initiative and creativity	1	2	3	4	5	6
9. Creative problem solving	1	2	3	4	5	6
10. Basic understanding of industry	1	2	3	4	5	6
11. Desire to learn about industry	1	2	3	4	5	6
12. Probability of success in industry	1	2	3	4	5	6
13. Overall rating of intern	1	2	3	4	5	6
14. Did this student work at least _____ hours? _____ YES _____ NO						
15. Will you hire or work professionally with this student after the internship? _____ YES _____ NO						
16. Would you hire this intern if a job were available? _____ YES _____ NO						
17. Please comment on the intern's strong/weak points & overall potential (or other comments):						

Supervisor's Signature Title Date

Supervisor's Name (please print)

*Check One:
_____ Please keep this form confidential. _____ Feel free to share this form with intern.