



EXECUTIVE INTERNSHIP PROGRAM

PHONE: (303) 344-4910

FAX (303) 326-2096

SPONSOR ASSESSMENT

Student Name _____

Sponsor Signature: _____
(Your typed name is accepted as your signature when received in an email.)

Company/Organization _____ Date _____

RATING LEVELS: (5 being the highest)

- **5** = Excellent. The student performs in a highly skilled and competent manner.
- **3-4** = Satisfactory. The student performs required tasks at a satisfactory level, commensurate with job and educational level.
- **1-2** = Needs improvement. The student is not working satisfactorily and improvements must be made.

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|--|---|---|---|---|---|
| 1. WRITTEN AND VERBAL COMMUNICATION - The student is able to transmit ideas, instruction, and information with clarity and accuracy. COMMENTS: | 5 | 4 | 3 | 2 | 1 |
| 2. PROBLEM SOLVING - The student identifies and initiates alternatives and solutions. COMMENTS: | 5 | 4 | 3 | 2 | 1 |
| 3. HUMAN RELATIONS / TEAMWORK - The student productively interacts and contributes as a group member. COMMENTS: | 5 | 4 | 3 | 2 | 1 |
| 4. QUALITY OF WORK - The student takes care in seeing that tasks are completed accurately and with quality. COMMENTS: | 5 | 4 | 3 | 2 | 1 |
| 5. INITIATIVE & MOTIVATION - The student takes initiative in obtaining and completing tasks and remains motivated to perform with a high level of intensity and interest. COMMENTS: | 5 | 4 | 3 | 2 | 1 |
| 6. ATTENDANCE - The student is timely and attends regularly. When tardy or absent, the student gives punctual notification. COMMENTS: | 5 | 4 | 3 | 2 | 1 |
| 7. ADAPTABILITY - The student is able to accept and adapt to changes in the work place. COMMENTS: | 5 | 4 | 3 | 2 | 1 |
| 8. SELF IMPROVEMENT - The student seeks and acquires skills and experiences for self-improvement and development. COMMENTS: | 5 | 4 | 3 | 2 | 1 |
| 9. JOB KNOWLEDGE / ORGANIZATIONAL IMPROVEMENT - The student seeks the knowledge and skills required for performance of assigned tasks and responsibilities as outlined in learning plan. COMMENTS: | 5 | 4 | 3 | 2 | 1 |
| 10. POLICY COMPLIANCE - The student is compliant to the organization's policies and standards. The student dresses appropriately for the professional environment. COMMENTS: | 5 | 4 | 3 | 2 | 1 |

OVERALL RATING: (Please circle one)

A B C D F