

Engineering Professional Internship Program Interim (4 month) Employer Evaluation

The University of Saskatchewan's Engineering Professional Internship Program is designed to provide students with work-integrated learning opportunities that allow for personal and professional development within a professional engineering setting. This interim employer evaluation is instrumental in providing the student intern with constructive feedback on their performance in the workplace and outlining areas for development. The National Association of Colleges and Employers Career Readiness Competencies are used as the foundation of this evaluation.

This evaluation should be completed by the student intern's direct supervisor or the person who can best assess the student intern's performance. **Please ensure that this evaluation is reviewed with the student intern.**

Given that this is a 4 month assessment, there may not have been adequate opportunity to assess the intern in all the categories provided. Please put "N/A" by those categories that may not be applicable.

A final evaluation must be completed in the final month of the work placement.

It is the student intern's responsibility to submit this completed evaluation through the 'Reporting' tab on the [internship website](#). Should you have any questions, please contact (306) 966-5391.

Company: _____

Student Intern Name: _____

Position: _____

Work Term Dates: _____

Supervisor's Name and Title: _____

Critical Thinking/Problem Solving

1. The student intern uses sound reasoning to analyze issues, make decisions and find solutions to problems.

Always Often Sometimes Seldom Not applicable

2. The student intern is able to obtain, interpret and use knowledge, facts and data in this process.

Always Often Sometimes Seldom Not applicable



Oral/Written Communication

3. The student intern articulates thoughts and ideas clearly and effectively in written and oral forms to colleagues within the workplace and/or external stakeholders.

Always Often Sometimes Seldom Not applicable

4. The student intern has public speaking skills, is able to write memos and technical reports in a clear and effective manner.

Always Often Sometimes Seldom Not applicable

Teamwork/Collaboration

5. The student intern builds collaborative relationships with colleagues and stakeholders.

Always Often Sometimes Seldom Not applicable

6. The student intern is able to work within a team environment and can negotiate and manage conflict.

Always Often Sometimes Seldom Not applicable

Information Technology Application

7. The student intern is able to use appropriate technology to accomplish a given task.

Always Often Sometimes Seldom Not applicable

8. The student intern demonstrates effective adaptability to new and emerging technologies.

Always Often Sometimes Seldom Not applicable

Leadership

9. The student intern leverages the strengths of others to achieve common goals and uses interpersonal skills to coach and develop others.

Always Often Sometimes Seldom Not applicable

10. The student intern is able to assess and manage relationships with others.

Always Often Sometimes Seldom Not applicable

11. The student intern is able to organize, prioritize and delegate work.

Always Often Sometimes Seldom Not applicable

Global/Intercultural Fluency

12. The student intern demonstrates openness, inclusiveness, sensitivity and the ability to interact respectfully with all people and understand individuals' differences.

Always Often Sometimes Seldom Not applicable

Professionalism/Work Ethic

13. The student intern demonstrates accountability and effective work habits (including punctuality, working productively with others, time workload management).

Always Often Sometimes Seldom Not applicable

14. The student intern demonstrates integrity and ethical behavior and acts responsibly in the interests of others.

Always Often Sometimes Seldom Not applicable

15. The student intern is able to learn from their mistakes.

Always Often Sometimes Seldom Not applicable

Career Management

16. The student intern is able to identify and articulate their skills, strengths, knowledge and experience relevant to their internship position.

Always Often Sometimes Seldom Not applicable

Please provide any written feedback, commenting on the student intern's overall performance.



**UNIVERSITY OF
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College of Engineering



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Reflecting back on this student intern’s work term, do you feel they were adequately prepared for the workplace upon the commencement of their employment? Yes No

If no, what knowledge, skills and/or abilities were missing?

Student Intern’s Signature

Date

Evaluated by (please print)

Title/Department

Date

Signature
