



Lilly Service Internship Fund

Form can be mailed, faxed or dropped off at the Career Development Center

Student's Name _____

Supervisor's Name _____

Employing Organization _____

In the space provided for each area, evaluate the student's performance relative to the category by checking the appropriate circles.

Outstanding	Very Good	Average	Marginal	Unsatisfactory		Outstanding	Very Good	Average	Marginal	Unsatisfactory	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	QUALITY OF WORK	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	ATTITUDES TOWARD WORK
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Performs quality-level work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Motivation
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Is accurate and careful in work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Looks for ways to improve
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Budgets time carefully, thorough	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Effective under pressure
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Completes jobs in minimal time	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Is enthusiastic about work
					DEPENDABILITY						RELATIONS WITH OTHERS
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Performs without direct supervision	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Cooperates with supervisor
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Adheres to working hours	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Uses tact and diplomacy
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Completes work by deadlines	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Accepts suggestions
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Arranges lateness/time off in advance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Appearance appropriate for job

OVERALL PERFORMANCE: Outstanding Very Good Average Marginal Unsatisfactory



How did your organization benefit from the student's work?

Identify specific skills and strengths of the student (for his/her resume). What areas still need improvement?

What suggestions do you have for improving the Lilly Service Internship Fund? How can CDC assist students and/or internship organizations more effectively and efficiently?

Has this report been discussed with the student? Yes No

Signed _____ Date _____

Supervisor's signature