EMPLOYER EVALUATION FORM
FOR ASSESSING ASHLAND STUDENT WORK PERFORMANCE

Your (supervisor’s) Name __________________________ Date ________________

Work/Internship Site ______________________________ Student Name __________________________

Internship Credit in (Specify the Discipline) _________________ Midpoint OR Final Evaluation (Circle One)

Thank you for assessing the performance of our students in the key areas identified by the Dauch College of Business and Economics as critical to the educational experience of our students using a 4 point scale where 4 is the highest score. Please submit this evaluation to Dr. Khush Pittenger (DA 204, Ashland University, Ashland, Ohio) at the mid-point and the end of the work/internship experience. You may contact me at kpitten@ashland.edu or 419-289-5219 if there are any questions or concerns.

COMMUNICATION SKILLS

<table>
<thead>
<tr>
<th>Uses correct grammar and vocabulary in dealing with target audience</th>
<th>Accomplished (4)</th>
<th>Proficient (3)</th>
<th>Partially Proficient (2)</th>
<th>Unacceptable (1)</th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business writing is well organized, purposeful, accurate and well articulated</td>
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<tr>
<td>Uses current technology for composition, visual displays and oral presentation of work</td>
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</tbody>
</table>

Comments:

LEADERSHIP AND TEAMWORK

<table>
<thead>
<tr>
<th>Able to confer and collaborate well with colleagues, staff and supervisor(s)</th>
<th>Accomplished (4)</th>
<th>Proficient (3)</th>
<th>Partially Proficient (2)</th>
<th>Unacceptable (1)</th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibits motivation, stamina, adaptability and work enthusiastically</td>
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<tr>
<td>Demonstrates leadership behaviors (focus, initiative, high standards, dependability)</td>
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</tbody>
</table>

Comments:
### BUSINESS KNOWLEDGE

*Related to the discipline in which student is getting credit (filled at the top of the form)*

<table>
<thead>
<tr>
<th>Accomplished (4)</th>
<th>Proficient (3)</th>
<th>Partially Proficient (2)</th>
<th>Unacceptable (1)</th>
<th>Not Applicable</th>
</tr>
</thead>
</table>

- Uses discipline-specific knowledge to find solutions and address business needs
- Uses basic/general business knowledge to solve applied problems

**Comments:**

### ETHICS

<table>
<thead>
<tr>
<th>Accomplished (4)</th>
<th>Proficient (3)</th>
<th>Partially Proficient (2)</th>
<th>Unacceptable (1)</th>
<th>Not Applicable</th>
</tr>
</thead>
</table>

- Models integrity, honesty and fairness in dealings with others and propriety information
- Exhibits responsibility, accountability and adhere to the organization’s rules and norms
- Demonstrates understanding of ethical behaviors and issues relevant to the business community

**Comments:**

### ANALYTICAL AND QUANTITATIVE SKILLS

<table>
<thead>
<tr>
<th>Accomplished (4)</th>
<th>Proficient (3)</th>
<th>Partially Proficient (2)</th>
<th>Unacceptable (1)</th>
<th>Not Applicable</th>
</tr>
</thead>
</table>

- Uses appropriate quantitative methods and software to analyze data and solve problems
- Exhibits analytical and quantitative skills appropriate to the business community
- Demonstrates the ability to process, summarize and display business information using appropriate analytical skills and technology

**Comments:**

**OTHER COMMENTS:**