

West Chester University Intern Employer's Evaluation

Dear WCU Accounting Intern Employer,

Thank you again for participating in West Chester University's Internship Program. Your contribution is invaluable to the success of our students. WCU's Business School was awarded AACSB Accreditation in January 2006. This certification is held by only 10-15% of all business schools worldwide. As part of that process, we are required to survey our students' employers on an ongoing basis. The survey following the intern evaluation is not used to compute a grade for your intern. Simply use a pen or pencil to enter your responses. **Please return the evaluation and survey to me on or before the deadline for end-of-internship paperwork from employers → [Last two weeks of the semester](#). If you rehired the same intern into the same position with the same supervisor, you need complete the evaluation only.** Your intern cannot receive a grade until after ALL required documentation has been received. Regrettably, a delay in receiving the employer's input automatically results in a "No Grade (NG)," which may lead to a student's loss of financial aid, a reduction in their scheduling priority, and even a delay in their graduation.

Sincerely,

Peter Oehlers, Internship Director

POehlers@wcupa.edu

Office: 610-436-3460 (Business and Public Management Center Rm 433)

Department: 610-436-2304 (Business and Public Management Center Rm 408) -- Secretary Tammi Simpson

MAIL ALL INTERN DOCUMENTATION TO:

Accounting Department

West Chester University

West Chester, PA 19383

OR HAND DELIVER TO THE DEPARTMENT (BPC 408) or to Professor Oehlers' Office (BPC 433) → slide under door in a folder or envelope.*

Notes: Employers may email me any signed document that has been scanned into a PDF file (hiring letter, objectives, evaluation) with paper copy to follow within 5-days. Interns' end-of-internship experience summary and updates resume may be sent to me as MS Word files with paper copies to follow within 5 days. Do not fax anything to the WCU Accounting Dept (notorious for being hung up in memory and the machine cannot handle the load associated with intern documentation). Additionally, I work from home in the summer.

* If hand delivered, employer to sign across the envelope seal.

WEST CHESTER UNIVERSITY INTERN PERFORMANCE EVALUATION

Due to Peter Oehlers from Employer the LAST TWO WEEKS of the SEMESTER

Organization Name _____

Intern Name _____

Supervisor's Name & Title _____

01. How many West Chester University (WCU) interns have you supervised to date (including the current intern)?

1 2 3 4 5 more than 5 – specify approximate number _____

02. How many NON-WCU interns have you supervised to date (i.e., interns from other universities)?

1 2 3 4 5 more than 5 – specify approximate number _____

03. Overall, how well did WCU prepare the intern(s) you hired?

Exceptionally well More than adequately Adequately Less than adequately Very poorly

04. Regarding specific skills preparation, check your level of agreement with the statement “I feel my WCU intern was exceptionally well prepared at the start of the internship (in the following areas)”:

<i>INTERN'S SKILLS PREPARATION (exhibited at start of internship)</i>	Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree	Not Observed / Not Applicable
<i>Academic Skills:</i>						
➤ Information Search (gathering data)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Analytical Skills (interpreting data)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Computer/Technology Applications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Creative Thinking & Problem Solving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Decision Making / Judgment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Basic Business Knowledge (principles and application)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Communication skills</i>						
➤ Oral Communication (Overall)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Oral Presentations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• One-On-One Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Written Communication (Overall)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Proposal Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Interpersonal skills</i>						
➤ Overall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Leadership Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Relationship Building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Networking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Interacting with Diverse Populations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>General Skills & Qualities</i>						
➤ Ability to Work Independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Organizational Abilities: Time Management, Prioritization, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Attention to Detail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Accountability for Performance (i.e., accepts full responsibility)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Skills Preparation (continued): List (up to 2) additional skills you deem critical to performing well, and check your level of agreement with the statement “My WCU intern was prepared exceptionally well in this area”	Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree	Not Observed / Not Applicable
[_____]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[_____]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

05. The internship experience might have been “richer” if the student(s) had had more training in:

06. WCU Intern’s OVERALL On-the-Job Performance: compared to other interns from WCU or other universities and/or new entry-level hires with similar training and experience:

OVERALL RATING	Outstanding	Superior	Above/Average	Average/Below	Fair-Poor
PERCENTILE	<input type="checkbox"/> Top 20%	<input type="checkbox"/> Second Quintile	<input type="checkbox"/> Middle Quintile	<input type="checkbox"/> Fourth Quintile	<input type="checkbox"/> Bottom 20%
PERFORMANCE VS OBJECTIVES	Exceeded All Requirements	Exceeded Most Requirements & Demonstrated Significant Skills	Met Requirements & Demonstrated Effective Skills	Met Requirements & Demonstrated Less Than Effective Skills	Failed to Meet Requirements

07a. WCU Intern’s Specific On-The-Job Performance: Check your level of agreement with the statement “My WCU intern performed exceptionally well in this area.”	Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree	Not Observed / Not Applicable
➤ Reliable in attendance and punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Demonstrated reliable and consistent level of performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Eager to learn new skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Completed tasks in a timely manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Effectively prioritized assigned tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Regularly demonstrated initiative / self-motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Exhibited a high degree of ethical behavior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Accepted criticism constructively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Impressed others with his/her commitment to producing quality work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Behavior and demeanor met professional standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

07b. WCU INTERN ON-THE-JOB PERFORMANCE VS SPECIFIED OBJECTIVES

E = Exceeded Requirements M = Met Requirements F = Failed to Meet Requirements

#	OBJECTIVE	Comments	Rating (check)		
			E	M	F
1			E ()	M ()	F ()
2			E ()	M ()	F ()
3			E ()	M ()	F ()
4			E ()	M ()	F ()
<i>Continue on additional page if required</i>					

08. Are you providing your intern with a copy of this evaluation? **yes** **no**

Signed _____ **Date** _____

END OF INTERN EVALUATION