

Note any personal traits not already mentioned that would help this student develop into a competent professional.

Note any personal traits not already mentioned that might hinder his/her development.

In thinking back over your relationship with this student, do you feel that your opinion of his/her performance as an intern has been strongly influenced by one or two outstanding incidents or traits, or is it more a general and overall impression? (If influenced by specific incidents please explain briefly what these were.)

What kind of feedback have you provided this student about his/her performance during this work period? In what way has work progress been reviewed, and how often?

How has this student responded to your suggestions for carrying out his/her work assignments?

Penn State requires a grade for each intern. Please indicate the overall rating that you assigned to this student:

Outstanding (A)	Excellent (A-)	Extensive Achievement (B+)	Very Good (B)	Good (B-)	Above Average (C+)	Average (C)	Marginal (D)	Unsatisfactory (F)

Has the general content of this report been discussed with the intern? _____. If so, by whom and when? _____

Has an offer of employment been made? _____ Do you expect to make an offer within the next year? _____

Your Name _____ Date _____ Telephone Number _____ Ext _____ Email _____

THANK YOU FOR TAKING TIME TO COMPLETE THIS COMPREHENSIVE REPORT!

Please keep a copy of this form and return the original to:

Ann Bellocchio, axb5@psu.edu; Penn State University; Smeal College Internship Program
114 Business Building; University Park, PA 16802-3603; 814-863-6161; Fax 814-863-9953
<http://www.smeal.psu.edu/recruit/employer.html>