



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

Information Technology Evaluation of Support Technician Intern

Student name: _____

Education Institution and/or Program: _____

Internship/Project Date(s) and Duration: _____

- 1 Unsatisfactory (Never demonstrates these ability/does not meet expectations)
- 2 Uncomplimentary (Seldom demonstrates this ability/rarely meets expectations)
- 3 Fair (Sometimes demonstrates these ability/meets expectations)
- 4 Commendable (Usually demonstrates this ability/sometimes exceeds expectations)
- 5 Exceptional (Always demonstrates this ability/consistently exceeds expectations)

If any criteria are not applicable to this internship experience, please leave the response blank.

A. Motivation to Learn

- | | |
|--|-----------|
| 1. Asks pertinent and purposeful questions | 1 2 3 4 5 |
| 2. Seeks out and utilizes appropriate resources | 1 2 3 4 5 |
| 3. Accepts responsibility for mistakes and learns from experiences | 1 2 3 4 5 |

B. Reading/Writing/Computation Skills

- | | |
|--|-----------|
| 1. Reads/comprehends/follows written materials | 1 2 3 4 5 |
| 2. Communicates ideas and concepts clearly in writing | 1 2 3 4 5 |
| 3. Works with mathematical procedures appropriate to the job | 1 2 3 4 5 |

C. Listening & Oral Communication Skills

- | | |
|---|-----------|
| 1. Listens to others in an active and attentive manner | 1 2 3 4 5 |
| 2. Effectively participates in meetings or group settings | 1 2 3 4 5 |
| 3. Demonstrates effective verbal communication skills | 1 2 3 4 5 |

D. Creative Thinking & Problem Solving Skills

- 1. Breaks down complex tasks/problems into manageable pieces **1 2 3 4 5**
- 2. Brainstorms/develops options and ideas **1 2 3 4 5**
- 3. Demonstrates an analytical capacity **1 2 3 4 5**

E. Professional & Career Development Skills

- 1. Exhibits self-motivated approach to work **1 2 3 4 5**
- 2. Demonstrates ability to set appropriate priorities/goals **1 2 3 4 5**
- 3. Exhibits professional behavior and attitude **1 2 3 4 5**

F. Interpersonal & Teamwork Skills

- 1. Manages and resolves conflict in an effective manner **1 2 3 4 5**
- 2. Supports and contributes to a team atmosphere **1 2 3 4 5**
- 3. Demonstrates assertive but appropriate behavior **1 2 3 4 5**

G. Organizational Effectiveness Skills

- 1. Seeks to understand and support the organization's mission/goals **1 2 3 4 5**
- 2. Fits in with the norms and expectations of the organization **1 2 3 4 5**
- 3. Works within appropriate authority and decision-making channels **1 2 3 4 5**

H. Basic Work Habits

- 1. Reports to work as scheduled and on-time **1 2 3 4 5**
- 2. Exhibits a positive and constructive attitude **1 2 3 4 5**
- 3. Dress and appearance are appropriate for this organization **1 2 3 4 5**

I. Character Attributes

- 1. Brings a sense of values and integrity to the job **1 2 3 4 5**
- 2. Behaves in an ethical manner **1 2 3 4 5**
- 3. Respects the diversity (religious/cultural/ethnic) of co-workers **1 2 3 4 5**

J. Open Category: Industry-Specific Skills

Are there any skills or competencies that you feel are important to the profession or career-field (represented by your organization) that have not been previously listed in this evaluation? If so, please list these skills below and assess the intern accordingly.

1. Helpdesk processing of incoming requests, issues and data gathering **1 2 3 4 5**

2. Support and troubleshoot end user workstation hardware and software **1 2 3 4 5**

3. Assist the telecommunications technician with communications systems and network infrastructure **1 2 3 4 5**

K. Comments:

L. Overall Performance (if I were to rate the intern at the present time)

Unsatisfactory			Poor Average				Good Outstanding			
0	1	2	3	4	5	6	7	8	9	10

This assessment was reviewed with the intern on (Month/Day/Year) _____.

Evaluator's Signature: _____ Date: _____

Title/Position: _____ Telephone: _____

Student Evaluation of Internship

Please respond to the following questions regarding your internship experience.

The purpose of this form is to provide opportunity for an honest appraisal of the internship site and supervisor.

Organization: _____

Semester/Year: _____

Location: _____

Supervisor: _____

1. Please rate the following aspects of your internship placement on the basis of this scale:

(0) No Observation, (1) Poor, (2) Fair, (3) Good, (4) Excellent

___ Work experience relates to my career goals

___ Adequacy of employer supervision

___ Helpfulness of supervisor

___ Acceptance by fellow workers

___ Opportunity to use my training

___ Opportunity to develop my human relations skills

___ Provided levels of responsibility consistent with my ability and growth

___ Opportunity to develop my communication skills

___ Opportunity to develop my creativity

(Aspects continued)

___ Cooperativeness of fellow workers

___ Opportunity to problem solve

___ Opportunity to develop critical thinking skills

___ Provided orientation to the organization

___ Attempt to offer feedback on my progress and abilities

___ Effort to make it a learning experience for me

Feel free to explain any of your responses to the above criteria here (use other side if necessary)

Would you work for this supervisor again? ___ Yes ___ No ___ Uncertain

Would you work for this organization again? ___ Yes ___ No ___ Uncertain

Would you recommend this organization to other students? ___ Yes ___ No ___ Uncertain

Why or why not?

Your Name: _____ Date: _____