



EMPLOYER EVALUATION SURVEY

Please take a few minutes to complete this evaluation of the IE₃ intern that you have recently hosted at your organization. The information will be reviewed by the IE₃ Regional Director and kept in the student's file for future reference and evaluation. Some of the information will be used for statistical information to evaluate the overall program. Please be as honest as possible. We value our relationship with your organization and want to do whatever we can to ensure that you have a positive experience hosting interns from our program.

Note: This form is a fillable .pdf document. You may type your responses into the file and return it by email to the appropriate IE₃ Regional Director. Or, you may print the survey, complete it by hand and give it to the intern to return to the IE₃ Regional Director.

1. Host organization name _____

2. Supervisor name and title _____

3. Intern's first name _____

4. Intern's last name _____

5. Your name and title (if different from intern's supervisor)

6. Please describe the main duties and projects assigned to the intern during the internship.

7. Did you outline the intern's duties and assignments in a formal workplan with the intern at the beginning of the internship?

Yes	No

Please rate and comment on the following personal qualities of the intern, where 1 is very poor and 5 is excellent.

8. Please rate the intern's clarity of purpose/goals.

1 (poor)	2	3	4	5 (excellent)

Please comment:

9. Please rate the intern's adaptability/flexibility.

1 (poor)	2	3	4	5 (excellent)

Please comment:

10. Please rate the intern's workplace communication.

1 (poor)	2	3	4	5 (excellent)

Please comment

11. Please rate the intern's effort/initiative.

1 (poor)	2	3	4	5 (excellent)

Please comment:

12. Please rate the intern's intercultural sensitivity

1 (poor)	2	3	4	5 (excellent)

Please comment:

13. Please rate the intern's team work.

1 (poor)	2	3	4	5 (excellent)

Please comment:

14. Please rate the intern's industry specific knowledge.

1 (poor)	2	3	4	5 (excellent)

Please comment:

Please indicate the extent to which you agree or disagree with the following statements on a scale from 1 (strongly disagree) to 5 (strongly agree):

15. The intern was a good match for our organization.

1 (strongly disagree)	2	3	4	5 (strongly agree)

16. The intern was a productive member of our organization.

1 (strongly disagree)	2	3	4	5 (strongly agree)

17. Having an intern was beneficial to the projects he/she worked on.

1 (strongly disagree)	2	3	4	5 (strongly agree)

18. The intern was proactive about learning about our organization.

1 (strongly disagree)	2	3	4	5 (strongly agree)

19. I could rely on the intern for satisfactory completion of tasks assigned with little supervision.

1 (strongly disagree)	2	3	4	5 (strongly agree)

20. The intern was eager to learn, professional and ready to work when he/she arrived at our organization.

1 (strongly disagree)	2	3	4	5 (strongly agree)

21. Were there any concerns or issues that arose during the internship that IE₃ could help avoid in the future by providing additional pre-departure orientation for the intern?

22. How did you find the duration of the internship for your organization?

Too long	Just right	Too short

Please comment on your response:

23. Did the intern use a language other than English in the workplace?

Yes	No

If yes, what language? _____

24. If the intern used a language other than English in the workplace, how would you rate the intern's ability in this language? Please select the phrase that most accurately describes the intern's language abilities at the beginning of their internship and at the end of their internship:

	At the Start of Internship	At the End of Internship
1. S/he knew some basic vocabulary but avoided using the language in the workplace.		
2. S/he was comfortable handling basic introductions and friendly small talk.		
3. S/he could express him/herself in most situations and could follow general conversations.		
4. S/he was able to communicate complicated ideas and contribute to professional discussions.		
5. S/he was at ease in all social and professional situations and could convey subtleties in a professional manner, in speaking, writing and over the telephone.		

25. What is your overall impression of this intern?

26. What is your overall impression of the IE₃ Internship program in general?

27. Would you like to share any other comments or concerns with the IE₃ program regarding this intern in particular or the program in general?