INTERNSHIP END OF ASSIGNMENT EVALUATION

This evaluation should be completed within two weeks of the Intern's end of assignment date. Please review with the Intern prior to their departure date and print a copy for their records.

END OF ASSIGNMENT DATE: 08/15/2008

END OF ASSIGNMENT STATUS:
Select ONE of the following two classifications to indicate your intern’s end of assignment status.

___ X ___ Terminated and Recommended for Rehire
   Intern's Expected Grad Date: __May 2009 undergrad, May 2010 Grad_______
   • YOU MUST ALSO COMPLETE AND SUBMIT EMPLOYEE CHANGE FORM

_____ Terminated and NOT Recommended for Rehire
   • YOU MUST ALSO COMPLETE AND SUBMIT EMPLOYEE CHANGE FORM
   Please briefly explain the cause:

Please evaluate the intern's overall performance on a scale of 1 - 5 (explanation below)

5. OUTSTANDING
(Performance exceeds all standards and objectives. Initiative and leadership exhibited)

4. VERY GOOD
(Performance above average. Standards and objectives met and some exceeded)

3. EFFECTIVE
(Performance acceptable. Standards and objectives met)

2. MARGINAL
(Performance below expected standards. Inappropriate attitudes, behaviors, and/or technical skills inadequate)

1. UNACCEPTABLE
(Performance fails to meet minimum standards)

Please evaluate the intern on a scale of 1 - 5 for the following skills/attributes:

Follows Instructions: [5]
Comments: James is excellent at scoping his assignments. He is mature beyond his years on his approach to new assignments. He finds the constraints, the goals, checks them with the stakeholders, gets the OK then speeds to the finish line like a world class sprinter.

Quality and Quantity of Work: [5]
Comments: James quality is outstanding; his solutions are simple and robust. James was able to do in a summer what I believe 3 "normal" interns would normally do. He mind is extremely curious and his passion for his assignments is like I have never seen before.

Planning: [5]
Comments: James planning is accurate and he keeps his stakeholders and mentor abreast of his schedules at all times.
James has jumped in to help some co-workers with their projects when his other assignments were in a waiting period for machine parts. James helped one co-worker with a problem and when he brought his potential solutions to the meeting the engineering team gave him a standing ovation for the high quality work he had done. James’ team work is stellar!

Judgement: [5]
Comments: James shows tremendous maturity in his judgment for an intern.

Attitude: [5]
Comments: James’ attitude is great. He is enjoyable and easy to work with. I have not met anyone in the organization that has not had something positive to say about James.

Dependability: [5]
Comments: James can always be counted on to go the extra mile without asking. James pushes himself very hard and holds himself to a very high standard. Dependability will never be a problem with James.

DEVELOPMENT OPPORTUNITIES:
Strengths:
James has many strong attributes;
1) One of the most curious minds that I have come across in my 20 + years of engineering.
2) Strong academic skills and exhibits a strong understanding of these skills and how to apply them in a real world environment.
3) Strong hands on skills. James rolls up his sleeves and digs into issues by getting his hands dirty and finding out how things work and what goes wrong.
4) Passion for engineering. James has a tremendous passion for his assignments that makes his pursuit of answers and problem solving relentless.
5) Great people skills. James is a pleasure to work with and gets along with everyone.

Areas that need improvement:
No areas need improvement, James just needs to continue to gain experience which will happen with time.

Recommended actions/ideas for growth opportunities for the intern:
I would like to continue to work with James and continue to give him more challenging assignments that will grow his skills and experience.