

ICE Intern Evaluation

Student: _____ Training Station: _____

Site: _____ Evaluator's Signature: _____

School: _____ Coordinator: _____

INSTRUCTIONS: Please rate your student's attitude or performance for the appropriate grading period. Evaluate each statement without regard to the student's rating in any other category.

GRADING PERIODS		
1st	2nd	3rd

- 1. COOPERATION - ability to get along with others**

 - 5 Gets along well with others; is friendly and helpful.
 - 4 Cooperates willingly; gets along with others.
 - 3 Usually gets along with others.
 - 2 Does not work well with others.
 - 1 Is antagonistic; pulls against rather than works with others.

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- 2. INITIATIVE - tendency to go ahead**

 - 5 Is resourceful; looks for things to learn and do.
 - 4 Is fairly resourceful; does well by himself/herself.
 - 3 Does routine work acceptably.
 - 2 Takes very little initiative; requires urging
 - 1 Takes no initiative; has to be instructed repeatedly

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- 3. COURTESY**

 - 5 Is very courteous and very considerate of others.
 - 4 Is considerate and courteous.
 - 3 Usually is polite and considerate of others.
 - 2 Is not particularly courteous in action or speech.
 - 1 Has been discourteous to the public and staff.

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- 4. ATTITUDE TOWARD CONSTRUCTIVE CRITICISM**

 - 5 Accepts criticism and improves greatly.
 - 4 Accepts criticism and improvement noted.
 - 3 Accepts criticism and tries to do better.
 - 2 Doesn't pay much attention to criticism.
 - 1 Doesn't profit by criticism; resents it.

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- 5. KNOWLEDGE OF JOB**

 - 5 Knows job well and shows desire to learn more.
 - 4 Understands work; needs little supervision
 - 3 Has learned necessary routine but needs supervision
 - 2 Pays little attention to learning job.
 - 1 Has not tried to learn job.

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- 6. ACCURACY OF WORK**

 - 5 Very seldom
 - 4 Makes few errors; is careful, thorough, and neat.
 - 3 Makes errors; shows average care, thoroughness, and neatness.
 - 2 Is frequently inaccurate and careless.
 - 1 Is extremely careless.

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- 7. WORK ACCOMPLISHED**

 - 5 Is fast and efficient; production is well above average.
 - 4 Works rapidly; output is above average
 - 3 Works with ordinary speed; work is generally satisfactory.
 - 2 Is slower than average.
 - 1 Is very slow; output is unsatisfactory.