CEDC INTERNSHIP PROGRAM

Lehman College, Career Exploration & Development Center (CEDC) 250 Bedford Park Blvd. West, Shuster Hall 254, Bronx, NY 10468 Office: 718-960-8366

EMPLOYER EVALUATION

EMPL ID #:	Major:		
Name of Company/Dept.:	Phone:		
ATTITUDE – APPLICATION TO WORK Outstanding enthusiasm Very interested and industrious Average in diligence and interest Somewhat indifferent Definitely not interested	ABILITY TO LEARN Learned work exceptionally well Learned work readily Average in understanding work Rather slow in learning Very slow to learn Needs considerable instruction	DEPENDABILITY Completely dependable Above average in dependability Usually dependable Sometimes neglectful or careless Undependable RELATIONSHIP WITH OTHERS Stimulates teamwork and good attitude with others Works well with others Gets along satisfactorily Has difficulty working with others	
INITIATIVE Proceeds well independently Goes ahead independently at times Does all assigned work Hesitates Must be pushed frequently	QUALITY OF WORK Excellent Very good Average Below average Very poor		
MATURITY – POISE Quite poised and confident Has self-assurance Average maturity and poise Seldom assertive Timid Brash	QUANTITY OF WORK High output More than average Average amount Below average Low output, slow	JUDGMENT Exceptionally mature in judgment Above average in making decisions Exercises discretion and tact Often uses poor judgment Consistently uses bad judgment	
ATTENDANCE: Regular	☐ Irregular PUNCTUA OVERALL PERFORMANCE:	LITY: Regular Irregular	
Outstanding Very The student's outstanding strengths are:	Good Average	☐ Fair ☐ Unsatisfactory	
The personal/professional qualities which	ch the student should strive most to impro	ove are:	
This report h	nas been discussed with the student:	□Yes □No	
organica	(Immediate Supervisor)		
(Title)	(Email)	(Date)	

PLEASE E-MAIL TO LUISIANA BAEZ-CANELA, INTERNSHIP SPECIALIST AT LUISIANA.BAEZCANELA@LEHMAN.CUNY.EDU.

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STUDENT EVALUATION OF INTERNSHIP SITE

Date:							
Student	Name:		Major:				
Site Nar	me:						
Supervis	sor:		Phone:				
Semeste	er of Internship:□Fall	Spring	Summer	Winter			
1.	Briefly describe the work y	you did and/or the tra	uining you received.		_		
2.	What is your overall evaluation of the organization in terms of the education and training you received? In what ways was it satisfactory and in what ways was it unsatisfactory?						
3.	Why or why not?		er students? □Yes □No		_		
4.	How helpful was the Care opportunities? Very Helpful	er Exploration & Dev □ Helpful	relopment Center in assisting	□ Not Helpful	_		
5.			for the following semester?	□Yes □No	-		
6.	Do you grant the Career E its website or related mat	•	· •	publicize excerpts of this evaluation o	on		
Print Na	ame Signature		Date		_		

NOTE: ATTACH AN UPDATED COPY OF YOUR RESUME WITH THIS FORM
RETURN FORM AND RESUME TO THE CAREER EXPLORATION & DEVELOPMENT CENTER IN SHUSTER HALL, ROOM
254 OR EMAIL TO LUISIANA BAEZ-CANELA, INTERSNSHIP SPECIALIST AT
LUISIANA.BAEZCANELA@LEHMAN.CUNY.EDU. ANY QUESTIONS CALL US AT 718-960-8366.