

PSS 3413 Floristry Internship  
Student Intern Performance Evaluation

Student's Name \_\_\_\_\_

Date \_\_\_\_\_

Employment Supervisor \_\_\_\_\_

Person Evaluating Student if Different from Supervisor \_\_\_\_\_

Directions: Please evaluate the performance of the student intern during the internship period. Make your appraisal based on the entire employment period rather than isolated instances. Rate the intern by placing the score of 1 - 4 or Not Applicable (NA) on the line to the left of each trait. Use extra space below to record comments or further explanations of your evaluation.

**4 = Excellent 3 = Above Average 2 = Average 1 = Below Average NA = Not Applicable**

Attributes

- \_\_\_\_\_ Attendance
- \_\_\_\_\_ Assertiveness
- \_\_\_\_\_ Cooperation
- \_\_\_\_\_ Decision-making
- \_\_\_\_\_ Enthusiasm
- \_\_\_\_\_ Flexibility
- \_\_\_\_\_ Initiative
- \_\_\_\_\_ Leadership
- \_\_\_\_\_ Maturity
- \_\_\_\_\_ Problem-solving
- \_\_\_\_\_ Punctuality
- \_\_\_\_\_ Reliability
- \_\_\_\_\_ Tactfulness
- \_\_\_\_\_ Dependability
- \_\_\_\_\_ Other \_\_\_\_\_

Customer Service

- \_\_\_\_\_ waits on customers promptly
- \_\_\_\_\_ determines customer needs
- \_\_\_\_\_ solves customers' problems
- \_\_\_\_\_ uses suggestive selling techniques
- \_\_\_\_\_ uses add-on sales techniques
- \_\_\_\_\_ professional manner
- \_\_\_\_\_ knows products
- \_\_\_\_\_ sells products well
- \_\_\_\_\_ makes an effort to educate the consumer

Quality of Work

- \_\_\_\_\_ learns new tasks quickly
- \_\_\_\_\_ adapts well to change
- \_\_\_\_\_ carries out tasks on time
- \_\_\_\_\_ follows through on job assignments
- \_\_\_\_\_ pays attention to detail
- \_\_\_\_\_ consistent in quality of work
- \_\_\_\_\_ consistent in quantity of work
- \_\_\_\_\_ learns and uses established procedures
- \_\_\_\_\_ able to handle additional tasks
- \_\_\_\_\_ able to function under pressure

Attitude

- \_\_\_\_\_ ability to accept criticism
- \_\_\_\_\_ adherence to company policy
- \_\_\_\_\_ willingness to accomplish assigned tasks
- \_\_\_\_\_ other \_\_\_\_\_

Appearance/Manner

Interpersonal Skills

