

Department of Communication Internship Program

233 Stillwell

Western Carolina University

Cullowhee, NC 28723
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PERFORMANCE RECORD

Profile Values: 1 = Outstanding
2 = Very Satisfactory
3 = Satisfactory
4 = Barely Satisfactory
5 = Unsatisfactory

CATEGORY	PROFILE VALUE	COMMENTS, EXAMPLES, OBSERVATIONS
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WORK HABITS

Check column that best describes the student's individual work habits. Please evaluate each characteristic individually.

ATTENDANCE: _____ Regular
 _____ Irregular

PUNCTUALITY: _____ Regular
 _____ Irregular

CATEGORY	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	COMMENTS, EXAMPLES, AND/OR OBSERVATIONS
1. Effective in preparing & organizing his/her work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Takes the initiative, a self-starter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Has ability to adjust to non routine assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Keeps constructively busy & mentally alert	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Has healthy attitude towards company objectives & policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Is cooperative in working relationships with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Exhibits diligence & perseverance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Performs tasks with industry & drive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Demonstrates a willingness to accept responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Other (Please Specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

How would you rate this student's overall performance?

___ Outstanding ___ Very Satisfactory ___ Satisfactory ___ Barely Satisfactory ___ Unsatisfactory

