**Executive Internship**

**Business Evaluation Form**

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Experience: \_\_\_\_\_\_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Is student dressed appropriately: Yes No

Did student arrive on time, ready to work? Yes No

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Please complete each of the following questions regarding the student:

Did the student: Yes/No

 Express and interest and a desire to learn? \_\_\_\_

 Arrive on time to the facility/department? \_\_\_\_

 Dress appropriately for the experience? \_\_\_\_

 Ask questions regarding the career? \_\_\_\_

 Act professional in all dealings? \_\_\_\_

What positive feedback do you have for this student to make their next experience even more enriched?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is one suggestion that you have for improvement for this student, regarding their shadowing experience?

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Overall, how would you rate today’s experience with the student?

 Excellent \_\_\_\_\_ Good \_\_\_\_\_ Average \_\_\_\_\_ Poor \_\_\_\_\_

**\*Return to student in a sealed envelope upon conclusion of each visit\***