

## **NEDA University Internship/Co-op Program Evaluation Criteria**

### **Relationship with Others:**

- Functions effectively within the work setting
- Accepts constructive criticism in a positive manner
- Follows company workplace procedures and norms
- Develops appropriate relationships with peers and superiors

### **Judgment:**

- Develops and exercises good judgment when making decisions
- Asks for help when needed

### **Ability to Learn:**

- Demonstrates the ability to learn on the job
- Develops good working knowledge of his/her job assignment
- Learns from mistakes
- Accomplishes all objectives outlined in his/her training plan

### **Willingness to Accept Responsibility:**

- Approaches assignment eagerly
- Accepts accountability for tasks outlined in his/her training plan
- Volunteers for additional responsibility when appropriate

### **Dependability**

- Performs all jobs assigned
- Reports for work on time every day
- Meets all assignment deadlines
- Adheres to prescribed instructions for activities and assignments
- Makes proper notification of any illness or absenteeism

### **Quality of Work**

- Quality of work (service) continually improves
- Quality of work is equal to or exceeds that of regular employees

### **Quantity of Work**

- Produces a quantity of work (service) expected in this assignment

### **Communications: Oral**

- Communicates well with peers and superiors
- Discusses his/her progress with supervisor regularly

### **Communications: Written**

- Memos and reports are clear, concise, and precise
- Written work is free of grammatical and spelling errors

### **Leadership Qualities**

- Analyzes problems
- Adapts to situations
- Demonstrates tact
- Has ability to plan, organize, and schedule
- Fellow workers respond favorably to his/her suggestions
- Commands respect and demonstrates confidence

### **Time Management**

- Manages time effectively
- Demonstrates ability to prioritize activities