

I have read the results and (concur) (do not concur) with the AoL committee recommendation.

Dean of Instruction comments:


Signed Executive Dean of Academic Affairs


Date

RECEIVED
FEB 10 2016
Executive Dean
For Academic Affairs

SOUTHEASTERN OKLAHOMA STATE UNIVERSITY
JOHN MASSEY SCHOOL OF BUSINESS

INTERN EVALUATION FORM

Date 11-23-15
 Student's Name Guillermo Haugen
 Employer/Company Name OKSBOC
 Student Intern's Position student worker financial
 Evaluator's Signature [Signature] SE Director OKSBOC

Directions: For each of the following areas, please mark the appropriate rating to evaluate the intern. Use the following scale:

- Exceptional = 5
- Exceeds Expectations = 4
- Expected Performance = 3
- Needs Improvement = 2
- Unsatisfactory = 1
- Not applicable = n/a

PERFORMANCE MEASURES

RATING

JOB KNOWLEDGE

5

- Requires minimal supervision
- Competent in required skills and knowledge
- Exhibits ability to learn and apply new skills
- Displays understanding of how job relates to other jobs
- Uses resources effectively and efficiently

5
5
5
5
5

QUALITY OF WORK

5

- Demonstrates accuracy and thoroughness consistently
- Tries different methods to improve quality
- Monitors own work to ensure quality
- Exhibits good judgment

5
5
5
5

QUANTITY OF WORK

5

- Completes work in a timely manner
- Meets established deadlines
- Strives to increase productivity
- Achieves established goals
- Works in an organized manner

5
5
5
5
5

PROBLEM SOLVING

5

- Identifies problems in a timely manner
- Gathers and analyzes information skillfully
- Develops recommendations and implements solutions
- Effective in group problem-solving situations

5
5
5
5

DEPENDABILITY

5

- Responds to requests for assistance
- Follows instructions and directions from supervisor
- Takes responsibility for own actions
- Meets attendance and punctuality guidelines

5
5
5
5

INITIATIVE

5

- Volunteers readily
- Initiates self-development activities
- Seeks additional responsibilities

5
5
5

INTERPERSONAL SKILLS

5

- Establishes and maintains effective work relationships
- Exhibits tact
- Displays positive outlook and manner
- Offers assistance and support to co-workers
- Cooperates with co-workers and management
- Effectively resolves conflict
- Open to new ideas and change

5
5
5
5
5
5
5

VERBAL COMMUNICATION

5

- Effectively listens to others
- Demonstrates group presentations skills
- Effectively communicates with others

5
5
5

WRITTEN COMMUNICATION

5

- Writes clearly and informatively
- Effectively edits written communication for spelling and grammar
- Presents information/data effectively in writing

5
5
5

Other important points for evaluation:

Excellent attitude, commitment to tasks, interaction with staff-
Very positive, very creative in advising sessions with clients
and good listener to understand problems/issues, completes research
 Revision 2/2015 and tasks promptly

SOUTHEASTERN OKLAHOMA STATE UNIVERSITY
JOHN MASSEY SCHOOL OF BUSINESS

INTERN EVALUATION FORM

Date 12/2/15
 Student's Name Danielle Sicking
 Employer/Company Name FIRST UNITED BANK & TRUST
 Student Intern's Position Accounting Clerk
 Evaluator's Signature [Signature]

Directions: For each of the following areas, please mark the appropriate rating to evaluate the intern. Use the following scale:

- Exceptional = 5
- Exceeds Expectations = 4
- Expected Performance = 3
- Needs Improvement = 2
- Unsatisfactory = 1
- Not applicable = n/a

PERFORMANCE MEASURES

RATING

JOB KNOWLEDGE

- Requires minimal supervision
- Competent in required skills and knowledge
- Exhibits ability to learn and apply new skills
- Displays understanding of how job relates to other jobs
- Uses resources effectively and efficiently

4
4
3
3
4
4

QUALITY OF WORK

- Demonstrates accuracy and thoroughness consistently
- Tries different methods to improve quality
- Monitors own work to ensure quality
- Exhibits good judgment

4
4
3
3
4

QUANTITY OF WORK

- Completes work in a timely manner
- Meets established deadlines
- Strives to increase productivity
- Achieves established goals
- Works in an organized manner

4
4
4
3
3
4

PROBLEM SOLVING

- Identifies problems in a timely manner
- Gathers and analyzes information skillfully
- Develops recommendations and implements solutions
- Effective in group problem-solving situations

4
~~4~~
~~3~~
~~3~~
~~3~~

DEPENDABILITY

- Responds to requests for assistance
- Follows instructions and directions from supervisor
- Takes responsibility for own actions
- Meets attendance and punctuality guidelines

5
~~5~~
~~5~~
~~5~~

INITIATIVE

- Volunteers readily
- Initiates self-development activities
- Seeks additional responsibilities

4
~~4~~
~~4~~
~~4~~

INTERPERSONAL SKILLS

- Establishes and maintains effective work relationships
- Exhibits tact
- Displays positive outlook and manner
- Offers assistance and support to co-workers
- Cooperates with co-workers and management
- Effectively resolves conflict
- Open to new ideas and change

4
~~4~~
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VERBAL COMMUNICATION

- Effectively listens to others
- Demonstrates group presentations skills
- Effectively communicates with others

4
~~4~~
~~4~~
~~4~~

WRITTEN COMMUNICATION

- Writes clearly and informatively
- Effectively edits written communication for spelling and grammar
- Presents information/data effectively in writing

4
~~4~~
~~4~~
~~4~~

Other important points for evaluation:

Revision 2/2015

SOUTHEASTERN OKLAHOMA STATE UNIVERSITY
JOHN MASSEY SCHOOL OF BUSINESS

INTERN EVALUATION FORM

Date 11/30/15
 Student's Name Angela L. Booe (Maiden Name & Name of Record is Clements)
 Employer/Company Name McClanahan and Holmes LLP
 Student Intern's Position Intern
 Evaluator's Signature [Signature]
Steve Mohindra, Partner

Directions: For each of the following areas, please mark the appropriate rating to evaluate the intern. Use the following scale:

- Exceptional = 5
- Exceeds Expectations = 4
- Expected Performance = 3
- Needs Improvement = 2
- Unsatisfactory = 1
- Not applicable = n/a

PERFORMANCE MEASURES
RATING

JOB KNOWLEDGE

Requires minimal supervision 3
 Competent in required skills and knowledge 3
 Exhibits ability to learn and apply new skills 3
 Displays understanding of how job relates to other jobs 3
 Uses resources effectively and efficiently 3

QUALITY OF WORK

Demonstrates accuracy and thoroughness consistently 3
 Tries different methods to improve quality 3
 Monitors own work to ensure quality 3
 Exhibits good judgment 3

QUANTITY OF WORK

Completes work in a timely manner 3
 Meets established deadlines 3
 Strives to increase productivity 3
 Achieves established goals 3
 Works in an organized manner 3

PROBLEM SOLVING

3

Identifies problems in a timely manner

3

Gathers and analyzes information skillfully

3

Develops recommendations and implements solutions

3

Effective in group problem-solving situations

3

DEPENDABILITY

3

Responds to requests for assistance

3

Follows instructions and directions from supervisor

3

Takes responsibility for own actions

3

Meets attendance and punctuality guidelines

3

INITIATIVE

4

Volunteers readily

4

Initiates self-development activities

4

Seeks additional responsibilities

3

INTERPERSONAL SKILLS

3

Establishes and maintains effective work relationships

3

Exhibits tact

3

Displays positive outlook and manner

3

Offers assistance and support to co-workers

3

Cooperates with co-workers and management

3

Effectively resolves conflict

3

Open to new ideas and change

3

VERBAL COMMUNICATION

3

Effectively listens to others

3

Demonstrates group presentations skills

3

Effectively communicates with others

3

WRITTEN COMMUNICATION

3

Writes clearly and informatively

3

Effectively edits written communication for spelling and grammar

3

Presents information/data effectively in writing

3

Other important points for evaluation:

Revision 2/2015