*Insert Logo here*

HIRE

INTERN EVALUATION

Welding

For month of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Intern: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship start date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hours per week \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Goals of Internship:

* Demonstrate competency in performance of skills, as related to training
* Gain exposure to organizational structure
* Develop effective communication techniques
* Demonstrate work ethic and reliability

Please evaluate **personal qualities** of the intern as observed during the internship. Select **one** evaluation level for each area by marking an “X” under the level that represents the intern’s performance.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Skills** | **Needs Improvement** | **Satisfactory** | **Excellent** | **Not Applicable** |
| Ability to adapt to a variety of tasks |  |  |  |  |
| Demonstrate professional interpersonal skills |  |  |  |  |
| Persistence in completing tasks |  |  |  |  |
| Reliability and dependability |  |  |  |  |
| Enthusiasm for the experience |  |  |  |  |
| Attention to accuracy and detail |  |  |  |  |
| Willingness to ask for and use guidance |  |  |  |  |
| Ability to cope in stressful situations |  |  |  |  |
| Interacts positively with internal and external customers |  |  |  |  |

**Demonstrates abilities related to Welding. Select one evaluation level for each.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Skills** | **Needs Improvement** | **Satisfactory** | **Excellent** | **Not Applicable** |
| Display fundamentals of TIG welding procedures and techniques |  |  |  |  |
| Demonstrates sound safety procedures associated with cutting and welding equipment |  |  |  |  |
| Demonstrate ability to weld: |  |  |  |  |
| * Mild steel |  |  |  |  |
| * Stainless Steel |  |  |  |  |
| * Aluminum |  |  |  |  |
| * Butt joints in flat and vertical positions |  |  |  |  |
| * Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |
| Demonstrates proper technique and control |  |  |  |  |
| Ability to utilize a variety of equipment appropriately |  |  |  |  |

Additional comments:

Signature of Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| HIRE Employment Specialist  Moore Norman Technology Center  Fax: 405-217-8265  E-Mail: Monica.Bread@mntc.edu |  |

Send completed evaluations to: