

**Summer**  
**S**trides **T**owards **E**ntering **P**ublic **S**ervice

**Summer Student Internship Program**



**Program Guide**

**2015**

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**West Sacramento, CA 95691**  
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## Purpose

The City of West Sacramento has established a paid student summer internship program to provide students with practical work experience related to their academic major. This program provides the City with the opportunity to invest in our future workforce and demonstrate how students can have the career they want in local government while serving their community.

## Introduction

### Information about the Program

The City of West Sacramento (City) offers the Summer Student Internship Program (Program) to high school juniors and seniors at least 16 years of age and who are enrolled in an industry-themed pathway or academy as well as incoming college students, current college students, and students pursuing graduate degrees. The Program is an extremely valuable experience for students. It is designed to offer the student an opportunity to incorporate realistic and practical work experiences, not normally achievable in a classroom setting, into their academic programs. This objective is achieved by providing a supervised work experience for the student that enhances the student's academic expertise, proficiency, and problem-solving abilities. It also enables a student to gain insights into municipal government for which they have demonstrated an interest for future employment. It provides contacts and networking opportunities to assist in securing possible future employment within the City. In addition, the program offers great benefits to the City. The City will gain the services of dependable, conscientious, motivated, and knowledgeable students who are able to think critically, work on special projects, and bring a helping hand and a fresh perspective.

### Information about the City of West Sacramento

Riverfront beauty, small town charm, outstanding transportation access and proximity to an extensive array of offerings are just a few of the reasons over 49,000 residents call West Sacramento home. Located just across the Sacramento River from the State Capitol, the City offers its residents and businesses a convenient location, quality housing choices, and numerous opportunities to work and live in the same community. Residents and visitors alike enjoy 22 neighborhood parks, including miles of hiking trails and direct river access for fishing and boating, viewing the river, picnicking, or enjoying concerts at the River Walk Park. Baseball games, concerts, and spectacular fireworks are regularly enjoyed at Raley Field, home of the Triple A River Cats. West Sacramento is at the heart of a thriving metropolitan area whose cultural offerings include ballet, opera, philharmonic, community theater, and art and history museums. West Sacramento is a community where residents can enjoy every stage of their lives. It is a community characterized by positive energy and an outlook driven by hard work and innovation for the future.

## Program Overview

### Eligibility

In order to be eligible to participate in the Program, the intern must:

- Be a US citizen, lawful permanent resident alien, or non-citizen with proof of eligibility to work in the US

- Provide a work permit if under 18, which may be obtained through the high school counselor or the Employment Development Department (EDD)
- Submit a completed City job application for employment
- Be a high school junior or senior 16 years of age or older, who is currently enrolled in an industry-themed pathway or academy OR be enrolled in an accredited college/university, or a graduating high school senior enrolled in an accredited college/university
- Preference will be given to students who are enrolled in a pathway/academy aligned with the department’s area of focus. Additional preference will be given to students who attend a high school based in the Washington Unified School District.

### Program Term

Internships are offered for an 8-week period during the summer.

### Compensation

All interns will receive compensation for hours worked. Compensation will be in the form of an hourly wage. All interns will work part-time as at-will employees of the City. Temporary positions with the City are not eligible for any City provided benefits other than those required by law.

The levels of student intern classifications are based on educational levels rather than job duties. The level of appointment is governed by a determination of the student’s standing with respect to his/her degree objective and not simply by number of units earned.

<b>Level</b>	<b>Criteria</b>	<b>Responsibility</b>
Student Intern – Level I <i>\$9.00-\$11.00/hour</i>	<ul style="list-style-type: none"> <li>• Juniors and seniors 16 years of age or older, enrolled in an industry-themed pathway or academy</li> <li>• High school students who have graduated and are enrolled in an accredited college/university</li> </ul>	Closely supervised and work as assistants. Responsible for learning the Department’s policies, procedures and methods of operation; collecting and tabulating data; and learning how to interpret such.
Student Intern – Level II <i>\$11.00-\$13.00/hour</i>	<ul style="list-style-type: none"> <li>• Incoming 2<sup>nd</sup> year college/university students</li> <li>• Community college students</li> </ul>	In addition to the above, Level II Student Interns should be able to evaluate information gained in accordance with established policies and procedures and assist professional staff members in ongoing project work.
Student Intern – Level III <i>\$13.00-\$15.00/hour</i>	<ul style="list-style-type: none"> <li>• Incoming 3<sup>rd</sup> or 4<sup>th</sup> year college/university students</li> <li>• Student Interns at this level must work in their chosen field of study</li> </ul>	Level III Student Interns would be able to perform all of the above and to participate in project work in an increasingly responsible role. They could also participate in team analysis of problems and in preparation of

reports under the supervision of professionals.

Student Apprenticeship  
\$15.00-\$18.00

- Professional and graduate school students
- Student Interns at this level must work in their chosen field of study

In addition to all of the above, the Level IV Student Intern, under the supervision of professionals, could assume responsibility for preliminary studies, analyses, and recommendations on systems, devices, machines, and procedures of the department.

*Salary increases at \$0.50 increments*

## Requirements/Responsibilities of the Intern

Interns are chosen through a competitive selection process. In order to be considered for participation and retention in the program if selected, the intern shall adhere to the following requirements and responsibilities:

### Acceptance

- Be a high school junior or senior 16 years of age or older, who is currently enrolled in an industry-themed pathway or academy **OR** be enrolled in an accredited college/university, or a graduating high school senior enrolled in an accredited college/university
- Be able to work in the US
- Submit an official City application form
- Be available for an in-person panel interview. For those applicants who are unable to participate in an in-person panel interview, a Skype interview may be arranged

### Participation

- Prohibited from working in excess of 40 hours/week unless specifically required by the participating Department
- Mandatory attendance at all orientation sessions provided by the City which may include such sessions as, but not limited to, Organizational Structure, Work Expectations, Personnel Policy Review, Work Procedures Review, and Safety Instructions
- Strict adherence to all City and Department policies such as, but not limited to, attendance and work hours, conduct, work rules, and all procedures governing professional staff behavior
- Shall follow the Department requirements and complete all assignments in a timely, satisfactory manner
- Shall take part in all performance evaluation sessions, including an end of program evaluation with a designated Staff member

### Evaluation

- Each participating Department formally evaluates the Intern at the end of the Program term (a copy of the Formal Evaluation Form is attached)
- Participating Departments may also evaluate the Intern on a weekly or bi-weekly basis as well
- Effective and constructive feedback will be provided to the Intern over the course of the term

## Responsibilities of the Participating Departments

Participating Departments need to develop job tasks and special projects so that the Program is meaningful and challenging to the Intern. The structure is based on an 8-week term. The Program should include a broad spectrum of responsibilities so that the Intern gains a better understanding of the Department's functions, its relationship to the overall organization of a municipality, and the organizational structure of a city government as it relates to services provided to residents, citizens, and visitors. A certain level of responsibility is associated with the position. A department representative should structure the Program to further the Intern's academic goals and expose the Intern to all facets of working in a municipality.

## Positions Available

This program gives students an opportunity to work in the fast-paced environment of the City of West Sacramento. Each Department has its own unique goals geared toward delivering services to the City of West Sacramento residents and will be assigned a minimum of two interns for the summer term.

### Administrative Services

The Administrative Services Department is comprised of two separate functions: Finance and Human Resources.

#### Finance

The Finance Division oversees the fiscal affairs of the City and provides related financial services. These services include budgeting, investment, cash management, accounting, payroll, collection of taxes, fees and fines, and other financial services.

Some of the activities of the Finance Division include:

- Recording of revenues and management of City expenses
- Issuance of bonds and other debt
- Management of the City's financial portfolio
- Preparation of payroll for City employees
- Formation and management of Community Facility Districts
- Preparation of the City's budget and CAFR

#### Human Resources

The Human Resources Division works with all City departments and divisions to provide and maintain a productive workforce. Some of the activities and services the Human Resources Division provides to its customers are listed below.

- Conducts the City's recruitment and testing activities.
- Maintains the City's salary schedule and authorized position list.
- Develops, updates and revises classification specifications and ensures that employees are appropriately classified.
- Coordinates training activities.
- Provides guidance to departments on the interpretation of the Personnel Rules, Administrative Policies, and Memoranda of Understanding.

- Maintains all personnel records.
- Participates in labor negotiations and employer/employee relations activities.
- Coordinates the worker's compensation program.
- Co-manages the employee health and welfare programs.
- Conducts employee appreciation and recognition programs.
- Shares in the payroll processing function by maintaining and updating the Human Resources component of the HR/Payroll system.

### City Manager's Office

The City Manager's Office is comprised of seven separate functions: Administration, City Clerk, Community Relations, Information Technology, Economic Development, Port of West Sacramento, and Risk Management.

### City Clerk

The City Clerk's Office performs a variety of professional and administrative duties in accordance with the Elections Code, Public Records Act, Political Reform Act, Brown Act, and Municipal Code.

- Legislative/Advisory Support - Prepares the agendas, synopsis, and minutes of the City Council, Finance Authority; River City Regional Stadium Financing Authority; Successor Agency Oversight Board; and Port Commission meetings. The City Clerk or a staff member attends all meetings.
- Elections Administration - Administers municipal elections according to the Elections Code, including candidate statements, ballot measures, petitions, arguments, impartial analyses, campaign reporting, and legal advertising.
- Records Management - Manages the citywide automated legislative history index and the retention and retrieval of official documents ensuring compliance with the Public Records Act. Works with IT to research programs and/or policies for effective records management of electronic files. Oversees scanning of vital documents in a timely manner.
- Procedural - Maintains list of City owned property and easements and maintains the City's Conflict of Interest Code.
- Document Processing/Follow-up - Manages the processing/follow-up of all actions approved by the City Council, through coordination with various agencies, departments and timelines.
- Boards & Commissions - Serves as liaison with staff and members in securing applicants, completing appointment process, and maintaining rosters. Provides Brown Act education to appointees and ensures compliance with Fair Political Practices guidelines. Ensures required meetings are held in timely fashion and also coordinates an annual recognition event.
- Website Information - Coordinates the electronic availability of all agendas, minutes, staff reports and video streaming of City Council and Port Commission meetings.

### Community Relations

The Community Relations Division works with all City departments, the general public, media representatives, and community-based civic and service organizations to create a climate of positive public relations. Activities include preparation and distribution of the community newsletter; preparation of press releases, speeches, reports, correspondence and other informational material; event coordination and production; and maintenance of a community calendar.

## Information Technology

The Information Technology (IT) Division of the City Manager's Office manages all technology citywide. This includes things such as processes, computer software, Geographic Information Systems, computer hardware, programming support. IT performs a variety of functions that range from installing application to designing networks and databases. Duties include data management, networking, database and software design, as well as management and administration of entire systems.

- Network & Telecommunications - This group is responsible for design, implementation, support and maintenance of City servers, routers, switches, firewalls, and telephone systems.
- Geographic Information Systems (GIS) - This group is responsible for design, implementation, support and maintenance of citywide GIS services as outlined by the City's GIS Strategic Plan.
- Application Development - This group is responsible for design, implementation, support and maintenance of in-house, Internet, database and key 3rd party applications and systems.
- Helpdesk & Application Support - This group is responsible for the setup, support and maintenance of all City desktops, laptops, Toughbooks, printers and 3rd party software in use by the City.

## Economic Development

If you're looking to locate or expand a business in West Sacramento or find the right property for your project, the Economic Development Division is your initial point of contact and concierge at City Hall. We deliver superior customer service, provide key information, and offer unique resources to the business and real estate development community. Our knowledgeable and experienced staff can assist your project with everything from locating available properties, to obtaining fee estimates, to identifying incentives, and everything in between.

The Economic Development Division also collaborates with the Housing and Community Investment Division and other departments to provide infrastructure financing tools and to create opportunities for public-private development partnerships on City-controlled real estate. See the Community Investment Action Plan for more information on our strategy.

The Port of West Sacramento and Foreign Trade Zone #143 are administered by the Economic Development Division staff.

## Port of West Sacramento

The inland Port of West Sacramento is situated at the heart of the Sacramento metropolitan area and centered in one of the richest agricultural regions in the world. The Port opened in 1963, primarily to serve the Northern California rice industry, and is capable of handling an array of cargo commodities through its facilities. The Port is located 79 nautical miles from San Francisco with direct access to Suisun Bay provided via the 40-mile Deep Water Ship Channel, which is maintained at a depth of 30 feet.

In 2006, the City of West Sacramento assumed responsibility for the Port, and in 2013 the Port Commission adopted the Port Business Plan, which implemented a new landlord-lessee operating model. As of July 1, 2013, SSA Marine leases and operates the Port's North Terminal cargo facilities.

The Port manages several other leases and owns over 300 acres of vacant, developable property surrounding the North Terminal.

## **Risk Management**

Claims filed against the City of West Sacramento are initially reviewed by the City Manager's Office. Whatever investigation is necessary to determine if the City has any liability will be initiated upon receipt. Such investigation may entail referring the claim to a third party claims adjuster. The City has 45 days by law to respond. Any claims that cannot be settled for less than \$5,000 will be sent to the City's claims adjuster for handling.

## **Community Development**

The Department of Community Development is comprised of five separate functions: Building, Code Enforcement, Development Engineering, Planning, and Housing and Community Investment.

### **Building**

The Building Division is a division of the Community Development Department. We review building permit applications for compliance with State and local building codes (structural, electrical, mechanical, plumbing, and energy efficiency) and provide inspection services for all building related construction.

Our mission is to make sure buildings and sites in West Sacramento are safe and habitable for people to live, work and play. In cooperation with the Community Development, Planning and Engineering Divisions, and other agencies, our obligation is to enforce the intent of legally established codes and regulations without unnecessary impact on owners, builders, and designers. We strive to be pro-active, creative, helpful, and responsive with an empathic understanding of customer needs. We encourage willing compliance through promoting public awareness and administer regulations in a thorough, fair, and unbiased manner.

### **Code Enforcement**

The Code Enforcement Division works to improve the quality of life in West Sacramento's neighborhoods through awareness, education, and enforcement. Code Enforcement exists not to punish individual property owners, but to maintain the greater good of the community by achieving voluntary compliance with adopted codes. The Division relies on our residents in many ways: first to set an example by learning about, and adhering to, the City's codes, and second by contacting us when violations requiring abatement are seen. The Code Enforcement Division is charged with handling public nuisances specific to private properties only, such as: clean-up of junk and rubbish; the storage of abandoned, unregistered, and/or inoperable vehicles; graffiti; and zoning violations including unlawful use of land, illegal street vendors, and continuous yard sales, large-scale recycling in residential areas, illegal fences, and illegal camping. Should these conditions exist on City owned or maintained properties, enforcement and abatement are typically handled by other City Departments such as the West Sacramento Police Department, Public Works, Parks & Recreation, among others.

The mission of the Code Enforcement Division is to promote and maintain a safe and desirable living and working environment. Code Enforcement Officers encourage voluntary compliance by administering a fair and unbiased program to correct violations.

Code Enforcement Officers collaborate with residents, neighborhood associations, public services agencies, businesses, and other City departments to:

- Facilitate voluntary compliance with City laws and codes.
- Empower community self-help programs.

- Develop public outreach programs.

### Development Engineering

The Development Engineering Division provides review and oversight of residential, commercial, industrial and multi-family projects. They collect fees and issues permits for grading, encroachment, connection and on-site permits.

Below is a list of common projects that require Development Engineering Division review:

- Work in the Right-Of-Way or Public Utility Easement
  - Sidewalks
  - Curb/Gutter
  - Utilities
  - Driveways
  - Connections to water, sewer, and storm drains
- Pools
- Grading
- On-site work outside of the building for commercial, industrial and multi-family projects
- Process right-of-way abandonments, Parcel Maps, and Final Maps

### Planning

The Planning Division is responsible for regulating the location and quality of new development in the City. The Division also serves as a resource to assist citizens and the development community in understanding and applying development policies in accordance with the General Plan, Zoning Ordinance and other applicable property development standards.

The Planning staff work with other City staff, business leaders and citizens as advocates for better choices for where and how people work and live in the City. Planning Division staff are the primary staff support for the Planning Commission. Planning staff analyze entitlement applications submitted by citizens or developers and present entitlement applications before the Planning Commission at a public hearing. Planning Division staff also conduct environmental review of projects in accordance with the California Environmental Quality Act (CEQA). Types of entitlement applications include the following:

- Conditional Use Permits
- Design Review Applications
- Divisions of Land (i.e. Tentative Parcel Maps [4 lots or less] or Tentative Subdivision Maps [5 lots or more])
- General Plan Amendments and/or Rezoning Applications
- Lot Line Adjustments or Property Mergers
- Planned Development Permits
- Variance Applications

The Planning Division also works on long range projects that often take several years to complete. Currently the City of West Sacramento is in the process of updating its General Plan. The General Plan serves as the constitution for development of the community by setting forth a long term plan consisting of a land use diagram, goals, policies and implementation measures. The Planning Division is also responsible for the various specific plans within the City.

## **Housing and Community Investment**

The Housing and Community Investment Division (HCI) develops and implements programs, policies, and projects that help assure an adequate supply of quality housing alternatives for West Sacramento residents, and that support the City Council's vision through economically catalytic infrastructure investments.

In collaboration with the Economic Development Division of the City Manager's Office and other City departments, HCI plays a key role in the implementation of the Community Investment Action Plan, the City Council's roadmap for public investments that will continue the legacy of success established by the City's redevelopment program.

## **Fire Administration**

The Fire Department is comprised of four separate units: Emergency Services, Fire Prevention, Hazardous Materials and Administration.

### **Emergency Services**

This Division is responsible for extinguishing fires, fire investigation, emergency rescue, hazardous materials response, emergency medical response and other public services. They assist the Prevention Division with public education in the schools, conduct annual business license inspections, hydrant maintenance, and conduct fire safety and code enforcement inspections.

### **Fire Prevention**

Fire Prevention is currently overseen by the Fire Marshal. The Fire Marshal is responsible for coordinating and conducting the Fire Prevention and Fire Investigation programs.

These programs include:

- Weed abatement program
- Residential inspection program
- Business license inspections
- Annual inspection of businesses for fire safety
- Conducting investigations of both accidental and incendiary fires
- Providing public awareness education in fire safety

### **Fire Administration**

Administration oversees and manages all of the department's daily operations. Personnel, training, buildings and grounds, purchasing, fiscal management, administrative support, clerical support, records management, research, and data collection are provided to the Fire Department by the Administration Division.

## **Parks and Recreation**

The Department of Parks and Recreation consists of three separate functions: a Parks Division, Recreation Division, and our Tree Program. The Parks Department provides recreation and leisure opportunities with its park facilities and recreation programming. These programs are designed to help local residents improve their overall health and quality of life.

## **Tree Program**

West Sacramento Tree Program is an integral part of the Parks & Recreation Department within the City of West Sacramento. We are dedicated to creating a Green and Sustainable Community by planting and caring for trees. Since October, 2004, the West Sacramento Tree Program has been serving the City of West Sacramento by actively educating residents, and planting, protecting and maintaining trees. Since 2004, we have been building community partnerships by engaging and empowering our community to plant and care for trees.

## **Police Department**

The Police Department, headed by the Chief of Police, is charged with maintaining public order, deterring law violations, protecting life and property, and apprehending criminal offenders. Additionally, the department is organizationally divided into three Divisions: the Administrative Division, Operations Division, and Support Services Division. This organizational structure enables the department to effectively manage a broad spectrum of law enforcement services for the community.

### **Administrative**

The Administrative Division includes the Professional Standards Bureau, Community Outreach Section, Facilities/Fleet/Logistics Section, Fiscal Section, and the Special Projects Section.

### **Operations**

The patrol shifts handle the majority of calls for service within the City limits. Each shift includes officers with special training, such as canine officer teams, motor officers, traffic investigations, and problem-oriented policing.

### **Support Services**

The Support Services Division includes the Records Section and Investigations Bureau. The Investigations Bureau is responsible for developing information leading to the arrest of criminal offenders, preparing prosecutable cases enabling conviction of arrested offenders, recovering stolen property, and locating missing persons.

## **Public Works**

The Public Works Department is responsible for the construction, operation, maintenance, and management of the City's infrastructure and facilities. The department is made up of five divisions: Administration, Engineering, Operations, Flood Protection and Traffic & Transportation. Operations also includes Environmental Programs.

### **Administration**

Public Works Administration provides the overall personnel, fiscal management, and clerical support for the department as a whole. The division manages all aspects of the public works functions, including financial planning, project management coordination, long range planning, policy development, budgeting, and personnel management.

### **Engineering**

The Public Works Engineering Division provides professional engineering and related technical services for all City departments and utilities. We are dedicated to providing a solid base of infrastructure for the City and proud to be building the vision for West Sacramento.

Our services include planning, project management, design, construction contract administration, and oversight for streets, bridges, sidewalks, sewer, water, drainage, and other public works projects. We generate plans and specifications and bid out major public works construction projects. We also prepare maps, plans, surveys and Geographic Information System data to document the City's utilities, built improvements, and natural features.

#### Essential Services:

- Design and construction of backbone transportation and public utilities
- Road reconstruction and major repair projects
- Improvements to the local sanitary sewer collection and conveyance system
- Planning and engineering for streetcar and other transit system improvements
- Design and construction of sidewalks, landscaping, and streetscapes
- In-street utility improvements
- Facilities for water storage, treatment and delivery
- Storm water and drainage infrastructure improvements
- Flood Protection Program
- Public facility and public streets access improvements consistent with American with Disabilities Act (ADA)
- Engineering Surveying and Data Collection
- Geospatial (GIS) Mapping (i.e., Parcel cadastral data; Utility Asset Infrastructure)

#### Operations

Public Works Operations is our largest and most visible division within the department responsible for the operation and maintenance of the City's infrastructure. This division houses the areas of Water Treatment, Utility Maintenance (Water Distribution, Sewer Collection, Road Maintenance, Storm Water), Construction Inspection, Facility/Fleet Maintenance and the Environmental Services Division.

The Environmental Services Division is responsible for administering various environmental programs and regulatory permits that cover public health and environmental issues within the City limits. Additionally, the Environmental Services Division provides staff to perform the activities and duties of the City's Water Quality Laboratory at the George Kristoff Water Treatment Plant.

#### Flood Protection

Together with state and federal partners, West Sacramento Area Flood Control Agency plans and builds flood risk reduction facilities to protect 47,000 citizens and 13,000 acres of property.

#### Traffic and Transportation

The Traffic and Transportation Section consists of Traffic Planning, Engineering and Traffic Surveys, Traffic Signals and Street Lighting, Transportation Permits, Truck Routes, Street Classification and Highway Performance Monitoring System, and the Residential Traffic Calming Program.

The Traffic and Transportation Section provides services in the areas of traffic engineering and planning, infrastructure design and maintenance, high-crash locations, improve pedestrian and bicycle safety in neighborhoods and at schools, evaluate the adequacy of traffic control systems and signage, develop traffic enforcement strategies, better manage and use traffic records, and more.

- News and Traffic Conditions
- Alternative Transportation
- Documents, Studies & Forms
- Residential Traffic Calming Program
- Engineering & Traffic Surveys
- Traffic Signals
- Street Lighting
- Street Classification
- Transportation Permits & Truck Routes
- Traffic Committee

## How to Apply

An official City of West Sacramento application form must be completed, in its entirety. It is the applicant's responsibility to explain his/her qualifications fully and clearly. Incomplete information on the application may be cause for disqualification.

Application must be submitted to:

City of West Sacramento  
Human Resources Division  
1110 West Capitol Avenue, 3rd Floor  
West Sacramento, California 95691

You will be disqualified if you do not submit the required application as noted above.

*Clearly indicate the specific Department applied for on your application. Applicant may be required to submit additional proof of qualifications if sufficient information is not provided.*

Candidates are strongly encouraged to apply on-line using the CalOpps web site at [www.calopps.org](http://www.calopps.org) and visiting the City of West Sacramento's employment page. The CalOpps on-line application is considered to be an official City application.

A City application can be obtained in person, by sending a self-addressed, stamped envelope to the Human Resources Division, or by downloading the application and information from the City's web site at [www.cityofwestsacramento.org](http://www.cityofwestsacramento.org).

# Appendix A

## Student Internship Evaluation Form

<b>Meeting Schedule</b>		<input type="checkbox"/> <b>Weekly</b>	<input type="checkbox"/> <b>Bi-weekly</b>
<b>Date</b>	<b>Comments</b>		

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# Appendix B

## Final Evaluation Form

City of West Sacramento – College Student Summer Internship Program

Supervisor’s Name (Please Print)	Department
Student Intern’s Name (Please Print)	Date

Provide an evaluation of the student’s overall performance of assigned duties in the areas indicated. Please circle the number which best describes his/her performance; circle “N/A” in those areas that do not apply.

- |                  |                    |
|------------------|--------------------|
| 1 Unsatisfactory | 4 Good             |
| 2 Poor           | 5 Excellent        |
| 3 Average        | N/A Not Applicable |

1. Ability to grasp concepts and tasks associated with his/her position	1	2	3	4	5	N/A
2. Demonstrates initiative and diligence in performing assigned work	1	2	3	4	5	N/A
3. Ability to work well with others	1	2	3	4	5	N/A
4. Understanding of human relations	1	2	3	4	5	N/A
5. Demonstrates computer skills	1	2	3	4	5	N/A
6. Ability to communicate in writing	1	2	3	4	5	N/A
7. Ability to communicate orally	1	2	3	4	5	N/A
8. Success in working through technical problems	1	2	3	4	5	N/A
9. Success in working through personal problems	1	2	3	4	5	N/A
10. Understands duties and functions of position	1	2	3	4	5	N/A
11. Shows interest in and attempts to improve skills and knowledge	1	2	3	4	5	N/A
12. Responds well to constructive criticism	1	2	3	4	5	N/A
13. Demonstrates time management skills	1	2	3	4	5	N/A
14. Understanding of diversity issues in the workplace	1	2	3	4	5	N/A
15. Willingness to cooperate	1	2	3	4	5	N/A
16. Eagerness to learn	1	2	3	4	5	N/A
17. Dependability regarding work hours and attendance	1	2	3	4	5	N/A
18. Professional in demeanor and appearance	1	2	3	4	5	N/A
19. Makes efficient use of time	1	2	3	4	5	N/A
20. Adapts quickly and effectively to a new situation	1	2	3	4	5	N/A

If you had a position vacancy, would you employ this student? Yes \_\_\_\_\_ No \_\_\_\_\_

If your response to the previous question is no, please provide specific reasons.

Please comment on any particular strengths or weaknesses (challenges) exhibited by the intern, e.g. attitudes, critical thinking, problem solving, academic strengths, etc.

Supervisor’s Signature	Student Intern’s Signature
------------------------	----------------------------

