



Advanced Career Institute

EXTERNSHIP FINAL EVALUATION

135 Hours and 4.5 Quarter Credit Hours

Student's Name: _____ Externship Facility: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Supervisor: _____ Phone: _____

Start Date: _____ Completion Date: _____

Instructions: Carefully evaluate the extern's work performance. Assign points to the skill factors and write that number in the corresponding rating box. Indicate N/A if not applicable. Points will be totaled and averaged for an overall performance score.

Definitions of Performance Rating:

- | | | |
|----------|--------------------|--|
| 100 – 90 | Outstanding | – Performance is exceptional. |
| 89 – 80 | Very Good | – Performance is high quality and is achieved on a consistent basis. |
| 79 – 70 | Good | – Competent and dependable level of performance. |
| 69 – 60 | Improvement Needed | – Performance is deficient in some areas. |
| Below 60 | Unsatisfactory | – Results are unacceptable. |

Rating	Performance Factors
	Attendance
	Professional Appearance
	Taking Initiative
	Telephone Techniques
	Appointment Scheduling
	Computer Skills: Hardware/Software
	Punctuality
	Operating System Skills
	Following Security Protocols
	Verbal Communication
	Written Communication
	Office Relations
	Total Points

Total Points _____ ÷ Number of Factors Rated = _____ Overall Rating

1243 N, Clancy Street
Visalia, CA 93291
559-651-1978
559-651-8032 (FAX)

Comments: _____

Site Supervisor's Signature: _____ Date: _____

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