

Automotive Employer Practicum (Internship) Evaluation

Introduction

Page description:

1. Student Name:

2. Company/Organization Name: *

3. Supervisor Name: *

4. I am the:

- Student
- Internship Sponsor

My G# is: *

Section I - Soft Skills

Page description:

Please rate the performance of the student intern (or if you are the student your performance) on the following **Soft Skills** using the rating scale for the questions listed below: *Poor*: student intern does not meet minimum job requirements; *Satisfactory*: student intern meets all job requirements; *Outstanding*: student intern exceeds job requirements

5. Work Readiness *

| | Poor | Satisfactory | Outstanding |
|---|-----------------------|-----------------------|-----------------------|
| Displays honesty and integrity in all aspects of work | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Consistently reports to work on schedule | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Consistently meets work schedule requirements during the Workday (returns from lunch and breaks on time and prepared to work) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Wears job appropriate attire | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Remains drug/alcohol free | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

6. Attentiveness and Work Efficiency *

| | Poor | Satisfactory | Outstanding |
|--|-----------------------|-----------------------|-----------------------|
| Exhibits a willingness to learn by asking questions | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Takes precautions to ensure safety and to protect company assets | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Completes work within a reasonable timeframe for a new hire - Most of the Time | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Consistently completes work to qualify standards set by supervisor | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

7. Communication *

| | Poor | Satisfactory | Outstanding |
|---|-----------------------|-----------------------|-----------------------|
| Written work contains few to no errors | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Verbal and written communication with customers, coworkers and supervisors is clear, positive, and respectful | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Asks for help and/or assistance when needed | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Responds effectively to constructive criticism | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

8. **Other** (Optional) You may list up to three (3) other key soft skills critical for high performing entry-level workers

Section II - Technical Skills

Page description:

Please rate the performance of the student intern (or if you are the student your performance) on the following **technical skills** using the rating scale provided: *Poor*: student intern does not meet minimum job requirements; *Satisfactory*: student intern meets all job requirements; *Outstanding*: student intern exceeds job requirements.

9. Technical Skills: Inspection and Diagnostics *

| | Poor | Satisfactory | Outstanding | Not Performed |
|--|-----------------------|-----------------------|-----------------------|-----------------------|
| Verify Customer Compliant | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Conduct Vehicle Walk-Around Inspection | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Conduct Under Hood Inspection | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Conduct Under Vehicle Inspection | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Inspect Brakes | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Diagnose Customer Concern | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

10. Technical Skills: Service *

| | Poor | Satisfactory | Outstanding | Not Performed |
|--|-----------------------|-----------------------|-----------------------|-----------------------|
| Request needed parts | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Perform full service oil change Inspection | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Align front/rear vehicle suspension | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Rotate Tires | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Service Drive Shaft Components | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Conduct Refrigerant Leak Dye Test | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

11. Technical Skills: Documentation *

| | Poor | Satisfactory | Outstanding | Not Performed |
|-------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Prepare Work Estimate | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Document Work Performed | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Document Time | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

12. **Other** (Optional) Directions: You may list up to three (3) other key technical skills critical for high performing entry-level workers

Section III - Overall Performance

Page description:

Overall Performance

13. How satisfied were you with the overall performance of your student intern? *

- Not Satisfied
- Satisfied
- Very Satisfied

14. Overall, how well do you feel Raritan Valley Community College prepared the student intern to perform entry-level technician duties? *

- Not well at all
- Well
- Very well

15. If you had the opportunity, would you offer permanent employment to this student as an entry level automotive technician after graduation? *

- 1. Yes
- 2. No
- 3. Currently employed at this facility

If no, why not? *

16. What recommendations would you make to enhance RVCC's Entry-level Automotive Technology program and/or the Practicum (internship) experience?

17. Please add any additional comments regarding the student intern:

18. Would you consider the RVCC Entry-level Automotive Technology program as a potential source of workers in the future? *

Yes

No

Comments

Section IV - Confidential Response

Page description:

19. Is there anything else that you would like the program staff to know about the student intern's performance that you would prefer to keep confidential?

For Student Only to Complete

Page description:

20. Relevance of the Automotive Course *

Please use the scale to rate the extent to which you agree or disagree with the following statements. The scale is as follows: *Strongly agree, Agree, Neutral, Disagree and Strongly Disagree.*

| | Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| The work I did during the practicum was connected to the Automotive course. * | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| The work is similar to what I expected while in the course. * | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| The technical skills content of my coursework was relevant to my work during the practicum. * | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| The soft skills content of my coursework was relevant to my work during the practicum. * | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I chose the correct automotive course for my career goals. * | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| The program's career counseling services and resources were helpful. * | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Overall, I am satisfied with the Automotive course. * | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Overall Performance

21. How satisfied were you with your overall performance during the practicum? *

- Not Satisfied
- Satisfied
- Very Satisfied

22. Based on your performance during the practicum, do you feel that you would be a good choice for this employer to hire if a full-time job were to become available? *

- 1. Yes
- 2. No
- 3. Already employed with this employer

If no, why not? *

23. List three (3) things that you enjoyed about the Practicum:

24. List three (3) things you would change about the Practicum:

25. To what extent did you receive mentorship and/or supervision and feedback at the employer site? *

- 1. None
- 2. Some
- 3. A Lot

26. Do you think that the employer site you attended was appropriate for the practicum? *

- 1. Yes
- 2. No

If no, why not? *

27. Overall, were you satisfied with the training you received in the automotive program? *

- 1. Yes
- 2. No

If no, why not? *