

EMPLOYER'S FINAL KSA PERFORMANCE EVALUATION OF _____

(Please Print)

Dear Employer:

The College of Business and Economics (CBE) understands the need for its graduates to be broad-based and ready to perform immediately upon entering the job market, both as individuals and in teams. Therefore, its curriculum contains concrete, measurable and attainable objectives throughout. As a result, each CBE graduate is expected to perform successfully in the following nine areas of Knowledge, Skills and Attitudes (KSAs).

Please rate your intern or employee's performance only on the KSAs that apply to his/her job. Rating Scale is:
5 = EXCELLENT; 4 = GOOD; 3 = SATISFACTORY; 2 = FAIR; 1 = POOR; N/A = Not Applicable

COMMUNICATION - WRITTEN, SPOKEN, GRAPHIC and ELECTRONIC	5	4	3	2	1	N/A
1. Write articulate, persuasive and influential business reports, proposals, and letters						
2. Make articulate, persuasive and influential individual and team presentations						
3. Develop graphic, spreadsheet and financial analysis support for position taken						
4. Display presentation skills						
5. Generate appropriate visual aids						
6. Use correct written structure, spelling, grammar and organization						
7. Articulate another's viewpoint through verbal and non-verbal cue interpretation						
8. Resolve interpersonal and team conflicts						
9. Negotiate effectively						
THINKING - CRITICAL, CREATIVE and INTEGRATED	5	4	3	2	1	N/A
10. Use problem-solving techniques						
11. Use adaptable, flexible thinking						
12. Use critical thinking to produce comprehensive, supported, integrated conclusions						
13. Use creative thinking methods to produce ideas						
14. Distinguish fact from opinion, and critical from non-critical information						
15. Develop several workable solutions to a problem						
16. Show common sense						
17. Demonstrate continuous learning (learning to learn)						
TECHNOLOGY	5	4	3	2	1	N/A
18. Use software for writing, spreadsheets, databases, presentations, and decision support						
19. Demonstrate self-taught use of a second software package						
20. Use E-Mail, World Wide Web, Internet, and other contemporary electronic services						
ETHICS and VALUES	5	4	3	2	1	N/A
21. Consistently accept responsibility for one's own actions						
22. Display ethical conduct and honor system behavior						
23. Apply ethics in reaching business recommendations						
24. Promote benefits of good ethical behavior while recognizing practical ethical challenges						
25. Display a "win-win" attitude						
ACCREDITED BUSINESS CONTENT	5	4	3	2	1	N/A
26. Know, apply and integrate the content in one's major						
27. Apply and integrate accumulated cross-discipline concepts						
28. Value the relevance of each business discipline in today's business world						

DIVERSITY - INTERNATIONAL and DEMOGRAPHIC	5	4	3	2	1	N/A
29. Apply international concepts and contemporary issues to business situations						
30. Apply domestic diversity concepts and contemporary issues to business situations						
31. Show sensitivity to the views, values and business customs of other cultures						
32. Discuss relevant global business developments						
33. Interact as a business professional with people of other cultures and sub-cultures						
PRACTICAL EXCELLENCE	5	4	3	2	1	N/A
34. Demonstrate effective team skills						
35. Display professional business behavior and appearance						
36. Network with professionals						
37. Manage time and tasks						
38. Use estimates, analogies, and examples						
39. Demonstrate development of one's own self-esteem and "can-do" attitude						
LEADERSHIP, ENTREPRENEURSHIP and COMMUNITY SERVICE	5	4	3	2	1	N/A
40. Demonstrate group leadership						
41. Describe one's own risk-taking profile						
42. Differentiate between a leader, a manager, and an entrepreneur						
43. Perform community service						
44. Foster leadership potential in self and others						
JOB EXPERIENCE and CAREER DEVELOPMENT	5	4	3	2	1	N/A
45. Show evidence of a quality, mentored, reflective professional experience						
46. Organize a persuasive, informative resume						
47. Create a portfolio that shows evidence of employability						
48. Demonstrate effective job search and interview skills						
49. Assume responsibility for one's own career goal-setting and life-long learning						
Total Score (completed by course instructor):						

Please provide any constructive comments you may have. In addition, please provide specific feedback for any 1's or 2's you checked off above.

Thank you for enabling one of our students to be part of your organization. Internships are one of the best ways our students directly experience the world of work. We hope that he/she made useful contributions to your organization.

Sponsor: _____ Date: _____

Student: _____ Date: _____

Developed by the faculty of the College of Business & Economics, Towson University