

Doubleday
Book & Music Clubs, Inc.

1992 SUMMER COLLEGE INTERN
PERFORMANCE EVALUATION

Michael Iacona
NAME

Business Development
DEPARTMENT

Date of Hire 6/15/92 Date Program Completed 8/7/92 College or University Hofstra

1. JOB KNOWLEDGE/SKILLS: To what degree does the intern understand and perform all elements of the job?

Poor

Fair

Good

Very Good

Excellent

COMMENTS: Michael learns very quickly and is able to take his knowledge and apply it to new situations.

2. QUALITY OF WORK: How does the Intern's work compare with expected standards of accuracy and thoroughness?

Poor

Fair

Good

Very Good

Excellent

COMMENTS: Analysis of situations is thorough, findings are reported accurately.

3. QUANTITY OF WORK: To what extent does the Intern meet expected standards as to volume of satisfactory work?

Poor

Fair

Good

Very Good

Excellent

COMMENTS: Keeps up with workload, always open to taking on additional assignments.

4. DEPENDABILITY/JUDGEMENT: Ability to make decisions in daily work with a minimum of supervision and follow-up.

Poor

Fair

Good

Very Good

Excellent

COMMENTS: Michael is very good at working independently and getting the job done in a timely manner.

5. ORGANIZATION: How well does the Intern organize work and identify priorities?

Poor

Fair

Good

Very Good

Excellent

COMMENTS: Successfully works on several diverse projects and manages to meet established deadlines.

6. ATTENDANCE/PUNCTUALITY:

Poor
 Fair
 Good
 Very Good
 Excellent

COMMENTS: Never missed a day, shows up on time, puts in extra time when required.

Factors	Comments
Adaptability: Willingness to accept new assignments; open to constructive criticism and suggestions.	Always willing to get involved with new assignments and pursue recommended courses of action.
Communication: Oral and written expressions are clear, concise, timely and accurate; communicates persuasively. Uses listening skills to best advantage of all concerned.	Exemplifies good communication skills through written documentation of procedures and day-to-day dealings with others.
Cooperation: Interlaces professionally and effectively, obtains cooperation from others. Makes expertise available to others.	Has very good rapport with co-workers, handles himself quite professionally.
Problem Solving: Anticipates, identifies and solves problems efficiently; seeks out and considers alternative options.	Creative in identifying problems and providing solutions.

7. OVERALL PERFORMANCE:

Poor
 Fair
 Good
 Very Good
 Excellent

COMMENTS: Michael is a conscientious worker who takes pride in his work. He is eager to learn as exemplified by his training and use of FOCUS and Excelerator. He is a pleasure to work with and will no doubt succeed in his chosen profession.

I will add to Maria's comments by saying that Michael has been a welcome and productive addition to our staff. We appreciate it and hope that he has enjoyed it.

Mentor's Signature Man Vaccaro Date 8/3/92
 Mentor's Signature Gary Von Stern Date 8/4/92 SJS
 Intern's Signature Michael Sacora Date 8/4/92