

**TAB**

**7**

To the Intern Supervisor: JO MOORE

Please evaluate (NAME) MATT HARDMAN

**CHECK one:**

Did not meet expectations   Met Expectations    Exceeded Expectations   Far Exceeded Expectations

**Please comment on the following:**

**Punctuality:** Matt worked up a schedule that complemented his class schedule. Unless he had an unforeseen conflict, he was punctual, often staying later than expected to complete a task.

**Professional Appearance:** Student attire was worn at the office. I did not stipulate attire. When out in the community and for events, Matt dressed professionally.

**Professional Attitude:** Matt possesses personal directness and commands a thorough knowledge of his subject when discussing business matters. He demonstrates polished diplomacy when emailing agents, media, and outside contacts.

**Skill Set:** Matt has developed a strong professional and interpersonal skill set during his career. He researches his subject thoroughly, communicates clearly whether verbally or in writing, is passionate about working in the arts field and is a global thinker.

**Strengths:** Communication, enthusiasm, demonstrated success in grant writing and fundraising

**Weaknesses:** not consistently detail oriented in terms of reviewing and proofreading work

**Other comments that will help the intern to improve in the future:** More attention to detail listed above

**General comments about the intern's performance:** Matt has proved invaluable in assisting with the series this season. He is proactive and anticipates the needs of series' audience members, as well as the series as a whole, esp. the need to advance into social media. He has proved invaluable in expanding mailing lists and sharing information related to previous professional marketing efforts. He has demonstrated flexibility and positivism as his unexpected career change led him into the life of a non-traditional student after so many years in a professional career. Matt is engaging and has much to teach and share with fellow students and co-workers alike.

**Intern Supervisor's Name and Position:**

Jo Moore  
SUPERVISOR'S NAME

Administrator, Presidential Lecture & Performance Series  
Position

12-13-11  
Date