**MALAWI UNIVERSITY OF SCIENCE AND TECHNOLOGY**

**DEPARTMENT OF COMPUTER SCIENCE AND INFORMATION TECHNOLOGY**

**Industrial Supervisor Evaluation of Intern**

The **industrial supervisor** completes this form during an internship evaluation visit by academic supervisor(s).

Intern name and ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company/organization name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Industrial Supervisor’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic Supervisor’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please evaluate the intern’s performance in each area according to the scale provided. Provide any relevant comments, particularly for ratings of 1 or 5.

1 Far below average, 2 Somewhat below average, 3 Average, 4 Somewhat above average, 5 Far above average

|  |  |  |
| --- | --- | --- |
| **Skill** | **Rating (1 – 5)** | **Additional comments** |
| 1. Personal initiative   1. Utilization of personal and workplace resources 2. Responsiveness to feedback 3. Initiative towards job responsibilities |  |  |
| 2. Interpersonal skills   1. Pursuit and integration of input from multiple viewpoints 2. Collaboration with others in accomplishing tasks 3. Understanding of cultural difference |  |  |
| 3. Professionalism   1. Quality of intern’s work 2. Professional, ethical behavior in the workplace 3. Management of time (punctual, meets deadlines) |  |  |
| 4. Communications skills   1. Verbal communication (formal & informal) 2. Written communication (formal & informal) 3. Communication with people from differing backgrounds |  |  |
| 5. Problem solving skills   1. Creativity in approaching tasks 2. Ability to interpret and apply instructions 3. Level of analytical skills utilized |  |  |

Score: (out of **25** )

Any other comments:

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Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_