

## EVALUATION ASSESSMENT OF THE INTERN BY THE COMPANY SUPERVISOR

Interns must hand this questionnaire to the company and forward the completed version in a sealed envelope one week before the end of the internship

ntern's Name :	
Company Name :	
Supervisor (company) :	
Job Title:	
Геl/email :	
Supervisor (College):	
Evaluation Date:	

Summary description of the work performed by the intern

For each of the following questions, please choose the most appropriate answer

1) TIME MANAGEMENT

	Capacity to finish the work efficiently to achieve the objectives within the prescribed deadline
	<ul> <li>□ Always respects the established deadlines.</li> <li>□ Sometimes respects the established deadlines.</li> <li>□ Does not prioritize his work.</li> <li>□ Does not demonstrate enough initiative to use his time efficiently.</li> </ul>
	Comments:
2)	AMBITION Degree of interest at work
	<ul> <li>□ The intern is devoted to his work, he allocated the effort and time necessary to accomplish it as close to 100% as possible.</li> <li>□ Is very interested in his work.</li> <li>□ Is interested in his work, hands in satisfactory work.</li> <li>□ Seems less interested in his work, performance below the established standards.</li> </ul>
	Comments :
3)	QUALITY OF WORK Degree of the work performed; value of the results obtained; concerns in the execution
	<ul> <li>□ Excellent quality of work, very good results.</li> <li>□ Work well done, requiring little verification.</li> <li>□ Satisfactory work, results requiring a normal verification.</li> <li>□ Questionable work, results requiring constant verification.</li> </ul>
	Comments:
4)	ORAL COMMUNICATION Ability to communicate information efficiently.
	<ul> <li>□ Clear communication</li> <li>□ Clear communication most of the time</li> <li>□ Vague communication</li> <li>□ Ambiguous communicatione</li> </ul>
	Comments :

	A	bility to give an opinion on a task, to propose a valid solution to a problem
		Very good judgment, chooses a good solution to the entrusted tasks. Good judgment, usually gives an informed opinion on the solution of problems arising from the tasks to be accomplished. Sometimes give an informed opinion during the execution of a problem. Does not give, or rarely gives, an opinion on the solutions of a problem.
	Co	omments :
6)		ETENDANCE esence at work
		The intern is always present at work and is punctual. The intern is sometimes late. The intern is regularly late or absent with no justification. The intern is always late and has been absent repeatedly without justification.
	Co	omments :
7)		ENSE OF RESPONSABILITY  collity to ensure the performance of the tasks entrusted to him
		Accepts all responsibilities, even in difficult situations. Willingly accepts the responsibilities given to him. Accepts responsibilities, but does not seek them. Does not accept responsibilities.
	Co	omments :
8)		EAMWORK ility and willingness to work with others
		Very good teammate, actively participates in the team. A good teammate, provides a valuable contribution to the team. Only collaborates when necessary. Must be told to collaborate with the team; usually to the detriment of the team.
	Сс	omments:

5) JUDGEMENT

,	Easily adapts to the company's technologies		
[	<ul> <li>□ Assimilates very quickly, grasps the critical and the important with a minimum of explanations.</li> <li>□ Assimilates quickly, does not require explanations to be repeated.</li> <li>□ Assimilates, following detailed explanations.</li> <li>□ Does not assimilate, only after comprehensive and repeated explanations.</li> </ul>		
	Comments:		
	INITIATIVE Ability to perform and accomplish tasks, according to the given instructions		
]	<ul> <li>□ Demonstrates high ability to plan and perform work.</li> <li>□ Plans and performs a good quality of work with minimal interventions from his supervisor or colleagues.</li> <li>□ Searches using normal resources to accomplish his tasks.</li> <li>□ Does not undertake anything by himself; is constantly seeking the assistance of his supervisor or colleagues.</li> </ul>		
	Comments:		
11)	ASSESSMENT OF THE KNOWLEDGE AND TECHNICAL SKILLS OF THE INTERN:		
] ] ]	□ Exceptional □ Very Good □ Good □ Average □ Inadequate		
STRENGTHS:			
POINTS TO IMPROVE:			
12)	GENERAL APPRECIATION OF THE INTERN:		
] ] ]	□ Exceptional □ Very Good □ Good □ Average □ Unacceptable		
	Comments:		

9) CAPACITY TO LEARN

For the company s	supervisor
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If you were offered the same internship supervision with the same student, would you accept him as an intern?			
YES()	NO ( )		
If no please give your reason (s):			
Global evaluation			
To satisfactorily complete the report, I am giving an overall mark of/ 50.			
Date :	Signature :		