**DAVAO CENTRAL COLLEGE**

**Toril, Davao City**

**INFORMATION TECHNOLOGY EDUCATION PROGRAM**

**Bachelor of Science in Information Technology**

**On-the-Job Training**

**Internship Evaluation Survey**

1. Evaluator’s First & Last Name:

2. Student Intern's First & Last Name:

3. Organization/Company Name:

Rate your intern's experiences so far on the following dimensions:

**1 - UNSATISFACTORY** (never demonstrates this ability/does not meet expectations.)

**2 - POOR** (seldom demonstrates this ability/rarely meets expectations)

**3 - AVERAGE** (sometimes demonstrates this ability/meets expectations)

**4 - GOOD** (usually demonstrates this ability/sometimes exceeds expectations)

**5 - OUTSTANDING** (always demonstrates this ability/consistently exceeds expectations

(If any criteria are NOT applicable to this internship, please leave the response blank.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **5** | **4** | **3** | **2** | **1** |
| 1. **READING/WRITING/COMPUTATION SKILLS:**   (Reads/comprehends/follows written materials  Communicates ideas and concepts clearly in writing  Works with mathematical procedures appropriate to the task) |  |  |  |  |  |
| 1. **LISTENING & ORAL COMMUNICATION SKILLS:**   (Listens to other in an active & attentive manner  Effectively participates in meetings or group settings  Demonstrates effective verbal communication skills) |  |  |  |  |  |
| 1. **CREATIVE THINKING & PROBLEM SOLVING SKILLS:**   (Breaks down complex tasks/problems into manageable pieces  Brainstorms/develops options and ideas  Demonstrates an analytical capacity) |  |  |  |  |  |
| 1. **PROFESSIONAL & CAREER DEVELOPMENT SKILLS:**   (Exhibits self-motivated approach to work  Demonstrates ability to set appropriate priorities/goals  Exhibits professional behavior and attitude) |  |  |  |  |  |
| 1. **INTERPERSONAL & TEAMWORK SKILLS:**   (Manages and resolves conflict in an effective manner  Supports and contributes to a team atmosphere  Demonstrates assertive but appropriate behavior) |  |  |  |  |  |
| 1. **ORGANIZATIONAL EFFECTIVENESS SKILLS:**   (Seeks to understand and support the organization's mission/goals  Fits in with the expectations and culture of the organization  Works with appropriate authority and decision-making channels) |  |  |  |  |  |
| 1. **BASIC WORK HABITS:**   (Reports to work as scheduled and on-time  Exhibits a positive and constructive attitude  Dress and appearance are appropriate for this organization) |  |  |  |  |  |
| 1. **CHARACTER ATTRIBUTES:**   (Brings a sense of values and integrity to the job  Behaves in an ethical manner  Respects the diversity of co-workers) |  |  |  |  |  |
| 1. **OVERALL PERFORMANCE:**   (If I were to rate the intern at the present time) |  |  |  |  |  |