

GHANA COMMUNICATION TECHNOLOGY UNIVERSITY HO CAMPUS

INTERNSHIP PERFORMANCE APPRAISAL

PART A

Name of Student _____ ID Number _____

Name of Agency/ Organization/Institution

Internship Duration

From _____ To _____

SUPERVISOR

You are kindly requested to appraise the intern during the period of internship in a number of areas provided below.

INSTRUCTIONS:

Please circle the appropriate numerical rating and provide clarifying comments for each performance area.

Utilize the following rating scale:

5 Outstanding: Student is consistently exceptional in fulfilling responsibilities

4 Good: Above average performance

3. Average: Adequate performance in most areas.

2. Below Average: Needs to improve in a number of areas of responsibility or in a few critical areas

1. Unsatisfactory: Performance is inadequate and unacceptable.

NA: Not appropriate or inadequate information.

PART B

PERFORMANCE AREA	RANK	COMMENTS (IF ANY)
1. INITIATIVE AND ENTERPRISE <ul style="list-style-type: none"> ➤ Able to generate original ideas or solutions to problems/ able to suggest new ways of doing things ➤ Seeks out opportunities to make a contribution rather than passively accepting situations ➤ Able to juggle several projects/assignments simultaneously ➤ Able to cope with diversity and complexity and integrates seemingly unrelated information 	<div>5 4 3 2 1 NA</div> <div>5 4 3 2 1 NA</div> <div>5 4 3 2 1 NA</div> <div>5 4 3 2 1 NA</div>	
2. LEADERSHIP AND MANAGEMENT <ul style="list-style-type: none"> ➤ Effective in face-to-face leadership Situations ➤ Able to anticipate problems, analyzes and selects appropriate solutions rather than relying on other employees or supervisor ➤ Poised, calm, and handles the unexpected with ease and can work under stress ➤ Able to Plan and organize assignments, needing only occasional directions ➤ Exhibits mature judgment in making decisions; checks with higher authority when the situation warrants such action 	<div>5 4 3 2 1 NA</div> <div>5 4 3 2 1 NA</div> <div>5 4 3 2 1 NA</div> <div>5 4 3 2 1 NA</div> <div>5 4 3 2 1 NA</div>	

3. TEAMWORK <ul style="list-style-type: none"> ➤ Reliable and accepts responsibility ➤ Shows interest in job assignments and also demonstrates desire to learn as much as possible about the functions and operations of the organization ➤ Welcomes suggestions and solicits help ➤ Makes effort to improve based on Suggestions ➤ Demonstrates willingness to help others get the job done ➤ Adaptable to team decision ➤ Observes organizational policies, procedures, rules and regulations. ➤ Friendly, sincere, respectful and effective in social situations 	5 4 3 2 1 NA 5 4 3 2 1 NA 5 4 3 2 1 NA 5 4 3 2 1 NA 5 4 3 2 1 NA 5 4 3 2 1 NA 5 4 3 2 1 NA 5 4 3 2 1 NA	
4. COMMUNICATION <ul style="list-style-type: none"> ➤ Able to write memos, letters and reports, and fill out forms in a clear, concise manner using appropriate vocabulary, grammar, and syntax ➤ Convey ideas clearly and effectively to both individuals and groups 	5 4 3 2 1 NA 5 4 3 2 1 NA	
5. TECHNOLOGY <ul style="list-style-type: none"> ➤ Able to apply the basic concepts of IT and also the Microsoft applications in daily Work ➤ Exhibit readiness to adapt to new technological trends 	5 4 3 2 1 NA 5 4 3 2 1 NA	

Please turn over

Any comments to help the student improve?

Supervisor's Name

Signature

Date

Contact information

PLEASE THIS COMPLETED FORM MUST BE STAMPED BY THE ORGANISATION