

JOSÉ RIZAL UNIVERSITY

PRACTICUM/ INTERNSHIP PERFORMANCE EVALUATION

INTERN'S NAME:	NAME OF COMPANY:
SUPERVISOR'S NAME/ POSITION:	DEPARTMENT:

Direction: For each of the characteristics below, please indicate the number of the statement that best describes the intern.

Scale is as follows: 1- Excellent 2- Very Good 3- Good 4- Poor 5- Needs Improvement

ITEM	1	2	3	4	5	GRADE
Relations with Others	Works exceptionally well with everyone at all times	Works well with most people most of the time	Works well with some people but not everyone	Has some difficulty working with others	Works very poorly with others	
Judgment	Displays exceptional judgment & always makes the right decision	Displays above average judgment & almost always makes the right decision	Displays average judgment and usually makes the right decision	Displays below average judgment and often makes bad decision	Displays very poor judgment and consistently makes bad decision	
Ability to Learn	Learns quickly and actively seeks out opportunities to learn more	Learns quickly but attempts to learn only when opportunities are readily available	Learns at an average pace but only enough to perform at a minimum level	Learns at a slow pace and repeated attempts have to be made to be able to perform at a minimum level	Displays no willingness and/or very little ability to learn	
Behavior	Displays enthusiasm to perform assignments and an optimistic attitude at all times	Displays interest in performing assignments and a positive attitude most of the time	Displays some interest in performing assignments and a constructive attitude when appropriate	Displays indifference when performing assignments and a negative attitude at times	Displays no interest in performing assignments and almost always has a negative attitude	
Dependability	Always meets assigned deadlines	Almost always meets assigned deadlines	Usually meets assigned deadlines	Sometimes fails to meet assigned deadlines	Consistently fails to meet assigned deadlines	
Quality of Work	Performs excellent work that usually far exceeds expectations	Performs very good work that usually exceeds expectations	Performs average work that usually meets expectations	Performs below average work that usually does not meet expectations	Performs very poor work that never meets expectations	
Attendance & Punctuality	Always arrives and leaves when scheduled and is never absent without approval	Almost always arrives and leaves when scheduled and is almost never absent without approval	Usually arrives and leaves when scheduled and is usually never absent without approval	Often arrives late or leaves early from work and is often absent without approval	Consistently arrives late or leaves early and is consistently absent without approval	
Overall Performance As Compared to Other Interns	Superior/Outstanding	Very Good/Above Average	Good/Average	Fair/Below Average	Poor/Unsatisfactory	
Overall Grade						

What strengths has the student displayed during the internship?

What weaknesses has the student displayed during the internship?

Additional
Comments:

If decision were solely up to you, would you hire this intern in your agency/organization?

Yes or No and Why?

Evaluator's Signature Over Printed Name/ Date