**INTERNSHIP EVALUATION SHEET**

|  |  |
| --- | --- |
| **PURPOSE :** | Your evaluation is required to guide the internship adviser in determining a fair grade to be given to the student-intern assigned in your company/institution. It is also intended to make the student-intern aware of his/her strengths and areas of improvement. |
| **TIMETABLE :** | To enable us to monitor the progress of the student-intern. It is requested that an evaluation be done at least twice in the duration of his/her assignment in your company (one during the midterm portion of the semester and one before the student-intern will be released from the company/institution). Monthly evaluation is recommended if the company/institution wish to do so. |
| **PROCEDURE :** | 1. It is recommended that the student-intern’s immediate superior evaluates his/her performance. 2. The evaluator shall accomplish the evaluation form then rate the student-intern as objectively as possible. 3. After filling in the form, the evaluator shall discuss the results of his/her evaluation with the student-intern. 4. The accomplished and signed evaluation form shall then be submitted by the student-intern to his/her internship adviser. |

For the purpose of aiding in the evaluation, the following summary is hereby presented:

|  |  |
| --- | --- |
| Student-Intern : | <your complete name> |
| Company / Institution : | <your company’s/institution’s full name> |
| Total Number of Hours Rendered : | <total hours rendered> |
| Total Number of Days Reported for Work : | <total days reported> |
| Total Number of Days Tardy : | <total days tardy> |

I certify to the best of my knowledge that the above data is correct.

|  |
| --- |
| <complete name with signature > |
| Student-Intern |

Certified by:

|  |
| --- |
| <complete name with signature > |
| Trainer / Immediate Supervisor |

**INTERNSHIP EVALUATION SHEET**

Using the scale below, please rate in each item <Mr./Ms.> <your complete name>, student-intern of <company and company designation>. Write the number that corresponds to your rating on the space provided on the right-hand side:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **5 – OUTSTANDING** | **4 – VERY GOOD** | **3 – GOOD** | **2 – FAIR** | **1 – NEEDS IMPROVEMENT** |
|  |  |  |  |  |

1. WORK ATTITUDES AND HABITS (25 POINTS)

|  |  |
| --- | --- |
| * Courtesy in dealing with superiors and peers |  |
| * Patience and diligence in performing assigned tasks |  |
| * Punctuality and regularity of presence and attendance |  |
| * Neatness and accuracy of the reports submitted on the scheduled time |  |
| * Punctuality in submitting reports to assigned task |  |
| Sub-total |  |

1. WORK KNOWLEDGE (25 POINTS)

|  |  |
| --- | --- |
| * Technical Knowledge |  |
| * Relate the theories to actual experience |  |
| * Open to constructive criticism |  |
| * Open to suggestions |  |
| * Discreet, capable of observing prudent silence |  |
| Sub-total |  |

1. PERSONALITY (25 POINTS)

|  |  |
| --- | --- |
| * Reports for work always neat and well-groomed |  |
| * Reports for work in proper attire including proper identification |  |
| * Shows poise and self confidence |  |
| * Shows emotional maturity towards the tasks and peers |  |
| * Can easily deal with co-workers |  |
| Sub-total |  |

1. PROFESSIONAL COMPETENCE (25 POINTS)

|  |  |
| --- | --- |
| * Performance of work (as a whole) |  |
| * Readily understands instructions |  |
| * Shares sound suggestions to problem |  |
| * Can cope up with prescribed ethical standards |  |
| * Speaks clearly and in a well-modulated voice |  |
| Sub-total |  |

|  |  |
| --- | --- |
| **TOTAL POINTS** |  |

**COMMENTS / SUGGESTIONS:**

|  |  |
| --- | --- |
| <evaluator’s signature > | <evaluator’s position/designation> |
| Signature Over Printed Name of Evaluator | Position/Designation of Evaluator |

|  |  |
| --- | --- |
| <full name of company/institution> | <date when evaluation was conducted> |
| Company/ Institution Name | Date of Evaluation |