**Industry Supervisor’s comments**

* Please be kind enough to complete this at the end of each 4th week and hand over a signed copy to the intern.
* Week No (Please underline or circle): 4 8 16 20
* Please express your candid opinion of this intern as an employee by checking the appropriate boxes. Your feedback is earnestly solicited and appreciated.

1. **Intern’s attendance**

Regular Irregular

1. **Punctuality**

Regular Irregular

1. **Ability to learn on the Job**

Learns and progresses very quickly Very slow to learn

Average in learning No occasion to observe

1. **Work attitude**

Enthusiastic and Industrious Indifferent; not interested in work

Average in diligence and interest No occasion to observe

1. **Initiative and ambition**

Works on own initiative, finds things to do works cheerfully under supervision; needs occasional help

No occasion to observe Requires regular motivation; Evades responsibility

1. **Personal Relationships**

Always compatible, ‘friendly and pleasant Does not attempt to mingle with others

Reasonably congenial and receptive No occasion to observe

1. Any other comment

Name of the supervisor :

Signature :

Date :