Name:                                                          Age:
Course:                                                        Student Number:
City Address:                                                  Tel. Number:
Provincial Address:                                            Mobile Number:

Division/Department Assigned:
Field of Training Assigned:
Inclusive Dates of Training: _____ to _____
Total Number of Hours Rendered:

### INTERN PERFORMANCE EVALUATION

An internship is a learning opportunity for students. Students should therefore receive feedback on their performance so that they can grow professionally. This feedback can come from two sources, the internship site supervisor, and the faculty or staff member grading the student. This form can be used to help the student learn what he or she did well and where he or she can improve. This form should be modified as appropriate. Please encourage students to have their internship sit supervisor complete this evaluation.

Intern Student Name: _____

Company Name:_____

Supervisor:_____

| Performance Evaluation | Poor (1) | Fair (2) | Good (3) | Excellent (4) | Outstanding (5) |
|---|---|---|---|---|---|
| Attendance (punctuality) | | | | | |
| Productivity (volume, promptness) | | | | | |
| Quality of work (accuracy, completeness, neatness) | | | | | |
| Initiative (self-starter, resourceful) | | | | | |
| Dependability (thorough, organized) | | | | | |
| Attitude (enthusiasm, curiosity, desire to learn) | | | | | |
| Interpersonal Relations (cooperative, courteous, friendly) | | | | | |
| Ability to Learn (comprehension of new concepts) | | | | | |
| Use of Academic Training (applies education to practical usage) | | | | | |
| Communication Skills (written and oral expression) | | | | | |
| Judgement (decision making) | | | | | |
| Overall Performance | | | | | |

Additional observations and/or significant information: *(Use Back Space if Necessary)*

_____

_____

_____

_____

Evaluated by: _____

Name and Signature                    Designation                    Date