**Microsoft Intern Performance Assessment Form**

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| **Intern Name** | Yifei Gong | **Intern Phone** | +86 13810777621 |
| **Intern Email** | t-yigong@microsoft.com | Intern Position  (Full Time/ Part Time) | Full Time |
| Date  (from\_\_to\_\_) | From 6/17/2019 to 9/20/2019 | **Group** | STCA Bing BJ |
| **Mentor Name** | Yan Yan | **Mentor Email** | yayan1@microsoft.com |
| **Manager Name** | Doug Walston | **Project** |  |

**Steps:**

1. Intern fills out **Part 1** and then sends it to mentor and CC **recruiter**;
2. Mentor completes **Part 2** and sends it to intern’s manager and CC **recruiter**;
3. Intern and manager/mentor are required to have a 1:1 meeting to discuss the intern’s performance;
4. Manager completes **Part 3** and sends to **recruiter** and **Intern support team**
5. Internship program will produce the “Internship Certificate” based on the evaluation.

**PART 1: INTERN’S PERFORMANCE ASSESSMENT [FINISH BY INTERN]**

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| **Summarize your performance against each objective considering WHAT you have achieved and HOW you have achieved it.**  **GOAL/OBJECTIVE:**  As a design student and user experience design intern this summer at Microsoft and Studio 8, my internship goal was understanding how to design and iterate a mobile news product for English native speakers in a global company. Precisely, I was expecting to learn how to make design decisions by applying my learning on Human-centered Design into Bing News Vertical mobile product through quantitative studies, in-context user testing, and Microsoft Inclusive Design guidelines.  My objectives were to master my product thinking through asking users questions and doing heuristic reviews, to learn new design and usability testing methods, to practice various design tools, to understand Microsoft’s and Bing’s design systems.  **SELF EVALUATION:**  **I am evaluating my internship as satisfactory. I’ve achieved my internship goals by deeply learning from user study to understand users initiatives when they read the news, fully exploring potential product opportunities on mobile end by bringing the problems back to users and using scenarios, and designing and iterating my works based on insights, competitor’s study, review feedbacks and future vision, and framing them into a story which could resonate with people outside this field.** |

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| **Please comment on your work assignment, your experience working with your mentor, our organization and the company Microsoft, or this review process. Please comment on your performance STRENGTHS and WEAKNESSES demonstrated in your daily work here.**  I worked a lot on making high fidelity designs in limited time. Microsoft's healthier workload and pace helped me consider more when exploring different scenarios and design directions.  **Strength:**  I think my strengths were being able to catch user insights from user study and synthesized them and direct my design, differentiating design solutions by logical rationales, framing user and product story to show the problem solved and benefit earned, and delivering the plan independently.  **Weakness:**  I believe my weaknesses were sometimes forgetting to check my design to make sure the design has an end-to-end flow and not proficiently noticing the pixel difference and keeping the original style when disrupting the existing product to create a new function. |

**PART 2: GENERAL COMMENTS ON PERFORMANCE STRENGTHS AND WEAKNESSES [FINISH BY MENTOR]**

**Detailed evaluation:**

Coding skill: □5 □4 □3 □2 □1

Analytical skill: □5 □4 □3 □2 □1

Problem solving: □5 □4 □3 □2 □1

Innovation: □5 □4 □3 □2 □1

Driving for results: □5 □4 □3 □2 □1

Dealing with Ambiguity: □5 □4 □3 □2 □1

Quick on Learning: □5 □4 □3 □2 □1

English: □5 □4 □3 □2 □1

Communication skills: □5 □4 □3 □2 □1

Team work: □5 □4 □3 □2 □1

Attitude: □5 □4 □3 □2 □1

**Microsoft Core Values:**

Integrity & Honesty: □5 □4 □3 □2 □1

Open & Respectful: □5 □4 □3 □2 □1

Big Challenges: □5 □4 □3 □2 □1

Passion: □5 □4 □3 □2 □1

Accountable: □5 □4 □3 □2 □1

Self-Critical: □5 □4 □3 □2 □1

**Overall evaluation of the student’s performance:**

□5[Excellent] □4[Good] □3[Fair] □2[Poor] □1[Very Bad]

**Comments (more than 80 words):**

**Strength:**

**Weakness:**

**PART 3: INFORMATION COLLECTION [FINISH BY MANAGER]**

1. **Manager’s Final Assessment and Recommendation Regarding Future Opportunities**

□ Strongly Recommend (Intern did perform at a level at which I would strongly recommend for fulltime position for Microsoft.)

□ Recommend (Intern did perform at a level at which I would recommend for fulltime position for Microsoft.)

□ Not Recommend (Intern did not perform well, so I would not recommend for fulltime position for Microsoft.)

1. **Based on the performance, would you like to check out the intern?**

□ Yes (please conduct informational talk with him/her firstly, and then inform the intern **recruiter (xxx)** to complete the check-out process

□ No

**Thanks for your time and efforts to fill this form**

**and make our internship program excellent!**