



INTERNSHIP PROGRAM
INTERN EVALUATION FORM (IEF) –

To the Internship Company and Internship Supervisor: This is a request for you to evaluate our student as an intern and the internship program of the College. Please discuss with the intern the results of this evaluation and return to FEU-TECH. Thank you for participating in this internship.

Intern : _____

Supervisor : _____

Evaluator : _____
(if not the Internship Supervisor)

Company : _____

Department : _____

Part I
Instructions: Please evaluate the student using the 1 to 5 scale where 5 is the highest score and 1 is the lowest score. The numeric evaluations have the following equivalencies:

5 : Outstanding

4 : Above Average

3 : Average

2 : Below Average

1 : Poor

Work and Personal Values	5	4	3	2	1
1. The intern reports for work regularly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The intern reports for work on time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The intern informs his/her supervisor about tardiness or absences.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The intern reports for work in the prescribed attire.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The intern exhibits courtesy and respect.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The intern keeps his/her workplace clean and orderly.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. The intern makes use of company resources properly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. The intern makes use of his/her time wisely.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. The intern has the initiative to be of help.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. The intern has the initiative to learn more.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. The intern shows concern and interest in his/her work.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. The intern shows enthusiasm in his/her work.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. The intern exhibits patience and hard work.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. The intern shows humility as a trainee.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. The intern listens to comments and suggestions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. The intern gracefully accepts criticisms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. The intern creates a favorable image for the company.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. The intern accepts minor tasks that contribute to the completion of projects.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments and Suggestions:

Work Efficiency	5	4	3	2	1
1. The intern submits reports on time.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The intern completes work with accuracy.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The intern completes work on time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The intern applies pertinent skills and knowledge to his/her work.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The intern discovers ways to solve problems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The intern's performance is not affected by personality differences.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. The intern's performance is not affected by changes in the work environment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments and Suggestions:

Communication Skills	5	4	3	2	1
1. The intern can follow instructions well.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The intern asks pertinent questions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The intern asks for assistance, if necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The intern talks about his/her problems well.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The intern talks about his/her ideas well.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The intern writes in English well.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Comments and Suggestions:

Interpersonal Skills

	5	4	3	2	1
1. The intern works well with the support staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The intern works well with his/her peers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The intern works well with his/her supervisor.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The intern works well with clients.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments and Suggestions:

Overall performance

5	4	3	2	1
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please provide any comments that you deem pertinent to the evaluation. You may also wish to provide recommendations for academic training that you deem necessary for this student to complete prior to the internship.

Part II

Instructions: Please evaluate the internship program of FEU TECH using the indicators below:

5 : Strongly agree

4 : Agree
3 : Neutral

2 : Disagree
1 : Strongly Disagree

	5	4	3	2	1
1. Coordination between FEU Tech and the Industry Partner is clear, visible and beneficial to all parties involved (intern, FEU Tech and Industry Partner).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The interns' output/contribution is instrumental to the unit/department he/she is assigned to.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. FEU Tech deploys interns whose skill set (technical and soft skills) meet the requirements of the Industry Partner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Interns immersed in FEU Tech's Internship Program are ready for real-life work exposure and manifest the potential to be hired/absorbed by the Industry Partner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. FEU Tech's IALAP Office responds to queries and concerns of the Industry Partner promptly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. FEU Tech provides its Industry Partners with quality service in relation to its internship program and collaborative engagements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please provide any comments and suggestions that can help FEU Tech improve its internship program.

Evaluator's Signature :

Date :

Intern's Signature :

Date :

Supervisor's Signature :

MS. ROMELA MAY L. SALLATIC

Date :

06/29/2022

THANK YOU FOR YOUR SUPPORT OF OUR INTERNSHIP PROGRAM!