



LONDON SCHOOL of Public Relations

Jakarta

GRADUATE SCHOOL of COMMUNICATION

INTERNSHIP PERFORMANCE EVALUATION

NAME OF TRAINEE : _____

DURATION OF TRAINING : _____

NAME OF COMPANY : _____

NAME OF MANAGER/SUPERVISOR : _____

ATTRIBUTES	%	GRADE VALUE
ATTENDANCE	20%	
WORK PERFORMANCE	30%	
COMMUNICATION SKILLS	25%	
INITIATIVE	25%	
TOTAL	100%	

GENERAL COMMENT:

* Please take note of the following scope of the evaluation :

Attendance (20%) - This measures the punctuality of interns, commitment to be in the office as required.

Work Performance (30%) - This factor measures the quality of work in terms of accurateness, neatness, & speed to complete the work at a given time under normal conditions,

Communication Skills (25%) - This factor measures how professionally intern communicate, that includes comprehension, and dealing with co-employees as well as clients & publics.

Initiative (25%) - This factor measures how intern applies effective ways and means to achieve work objectives to improve work activities.

Name and signature of Evaluator : _____

Position/Designation : _____

(Please complete with Company Logo stamp)

Cn: ccl/f-ipe/0123/01114/cbc