



Republic of the Philippines  
**PRESIDENT RAMON MAGSAYSAY  
STATE UNIVERSITY**  
Iba, Zambales, Philippines

## Student Performance Evaluation

This form is to be filled by the supervisor

Evaluation Date: \_\_\_\_\_ Evaluation Period From: \_\_\_\_\_ To: \_\_\_\_\_  
Student's Name: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Business Name: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Performance Factors	Rating	Comments: (attach extra sheets if needed)
1. <b>Quality of Work</b> Competence, accuracy, neatness, thoroughness.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory	
2. <b>Quantity of Work</b> Use of time, volume of work accomplished, ability to meet schedules, productivity levels.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory	
3. <b>Job Knowledge</b> Degree of technical knowledge, understanding of job procedures and methods.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory	
4. <b>Working Relationships</b> Cooperation and ability to work with supervisor, co-workers, students, and clients served.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory	
5. <b>Attendance/Dependability</b> Reports for work as scheduled, is seldom absent or tardy, meets obligation of position.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory	
6. <b>Specific Achievements</b>	<input type="checkbox"/> Outstanding <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory	

### DEFINITIONS OF PERFORMANCE RATING CATEGORIES

<b>OUTSTANDING -</b>	The intern has exceeded all of the performance expectations for this factor and has made many significant contributions to the efficiency and economy of this organization through such performance.
<b>EXCEEDS EXPECTATIONS -</b>	The intern regularly works beyond a majority of the performance expectations of this factor and has made significant contributions to the efficiency and economy of this organization through such performance.
<b>MEETS EXPECTATIONS -</b>	The intern has met the performance expectations for this factor and has contributed to the efficiency and economy of this organization.
<b>NEEDS IMPROVEMENT -</b>	The intern has failed to meet one or more of the significant performance expectations for this factor.
<b>UNSATISFACTORY -</b>	The intern has failed to meet the performance expectations for this factor.

Supervisor's Signature \_\_\_\_\_ Date: \_\_\_\_\_