

	Pamantasan ng Lungsod ng Valenzuela SUPERVISOR'S EVALUATION OF STUDENT INTERN	Document No.: CEIT-OJTF-010
		Number of Pages: 2
College:	College of Engineering and Information Technology	Revised: 03/10/2023

Name of Intern: _____ Course/Student No.: _____
Name of Company: _____
Site Internship Supervisor: _____

Part I. About the Intern

Directions: Please evaluate the student intern on the following items by encircling the appropriate rating. If any criteria are not applicable to the internship experience, please leave the response blank.

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|--------------------|--|
| 1 – Unsatisfactory | <i>Never</i> demonstrates this ability/does not meet expectations. |
| 2 – Fair | <i>Sometimes</i> demonstrates these ability/meets expectations. |
| 3 – Commendable | <i>Usually</i> demonstrates this ability/sometimes exceeds expectations. |
| 4 – Exceptional | <i>Always</i> demonstrates this ability/consistently exceeds expectations. |

A. Learning Skills

1. Asks relevant and purposeful questions.	1	2	3	4
2. Searches for and employs suitable resources.	1	2	3	4
3. Takes accountability for errors and gains knowledge from experiences.	1	2	3	4

B. Reading, Writing, and Computational Skills

1. Demonstrates the ability to understand and follow written materials.	1	2	3	4
2. Expresses ideas and concepts effectively through written communication.	1	2	3	4
3. Applies mathematical procedures, engineering theories, and relevant concepts to the job at hand.	1	2	3	4

C. Listening and Verbal Communications Skills

1. Actively listens to others with attentiveness.	1	2	3	4
2. Effectively engages in meetings or group discussions.	1	2	3	4
3. Demonstrates proficiency in verbal communication.	1	2	3	4

D. Creative Thinking and Problem-Solving Skills

1. Divides complex tasks and problems into manageable components.	1	2	3	4
2. Generates and formulates ideas and options through brainstorming.	1	2	3	4
3. Demonstrates the ability to solve encountered problems.	1	2	3	4

E. Professional and Career Development Skills

1. Shows a proactive attitude towards work.	1	2	3	4
2. Displays proficiency in setting realistic priorities and objectives.	1	2	3	4
3. Demonstrates professional demeanor and conduct.	1	2	3	4

F. Interpersonal and Teamwork Skills

1. Resolves conflicts efficiently and effectively.	1	2	3	4
2. Contributes to a collaborative team environment.	1	2	3	4
3. Demonstrates assertiveness with appropriate behavior.	1	2	3	4

G. Organizational Effectiveness Skills

1. Shows a willingness to comprehend and endorse the organization's objectives and aims.	1	2	3	4
2. Adapts to the established standards and anticipations of the organization.	1	2	3	4
3. Operates within the appropriate channels for decision-making and authority.	1	2	3	4

H. Basic Work Habits and Skills


1. Arrives at work punctually and as per the schedule.	1	2	3	4
2. Demonstrate a positive and constructive attitude.	1	2	3	4
3. Adheres to the organization's policies and rules regarding dress code and appearance.	1	2	3	4

I. Character Attributes

1. Demonstrates a commitment to ethical values and integrity in their work.	1	2	3	4
2. Conducts themselves in an ethical and principled manner.	1	2	3	4
3. Respects and values the diverse religious, cultural, and ethnic backgrounds of their colleagues.	1	2	3	4

J. Industry-Specific Skills

1. Demonstrated proficiency in industry-specific skills required for their role.	1	2	3	4
2. Showed a willingness to learn and improve industry-specific skills.	1	2	3	4

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3. Based on the profession represented by your company, are there any additional skills or competencies that you feel are important for the intern to possess? If yes, please rate the intern's performance in these skills.	1	2	3	4
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K. Comments

1. Please explain how the intern's performance has impacted the organization.

2. What do you think are the intern's key skills or strengths?

3. Can you identify any areas where the intern could make improvements?

L. Overall Performance: If I were to rate the intern at the present time,

Unsatisfactory		Poor		Average		Good		Outstanding		
0	1	2	3	4	5	6	7	8	9	10

Part II. Internship Experience

A. What are your suggestions for improving the internship program of PLV College of Engineering and Information Technology?

B. Based on this experience, would you consider supervising other students from PLV College of Engineering and Information Technology in the future? Why, or why not?

C. Overall, how do you rate your experience with this internship?

Unsatisfactory		Poor		Average		Good		Outstanding		
0	1	2	3	4	5	6	7	8	9	10

Thank you very much!

Signature over printed name:	_____	Date	_____
Title/Position:	_____	Contact Details:	_____

Place this document on a **long brown envelope, signed and sealed** by the OJT Coordinator **across the flap**. If it is not signed and sealed, this evaluation form will not be considered valid. Return the envelope to:

PLV College of Engineering and Information Technology
Pamantasan ng Lungsod ng Valenzuela, 2F CEIT Building, Tongco St., Maysan Valenzuela

on or before the end of the internship period. Student Interns can hand carry this envelope back to PLV; however, it is **important** that this document must not be viewed, seen, or read by the Student Interns after filling-out. Only one (1) evaluation form per Student Intern; however, if there are multiple interns in the organization, these multiple evaluation forms can be collected and then placed in a single envelope. Thank you for your cooperation.