

**INTERN’s PERFORMANCE APPRAISAL FORM**

STUDENT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ COURSE/MAJOR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cooperating Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Training Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total Hours Rendered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Directions.** Using the scale below, please encircle the rating that best describe the competencies of the intern.

| **5** | Outstanding (O) | Performance exceeds the required standard. |
| --- | --- | --- |
| **4** | Very Satisfactory )VS) | Performance fully met the training requirements. The intern performed what was expected of him/her. |
| **3** | Satisfactory (S) | Performance has met the required standards, the intern performed duties with minimal supervision. |
| **2** | Fair (F) | Performance partially meets the required standard, observed to be less than satisfactory, a lot could be done better. |
| **1** | Needs Improvement (NI) | Performance does not meet the required standard. Major improvement may be needed. |
| **0** | Not applicable N/A | Performance indicator is not relevant to the training. |

| **C O M P E T E N C I E S** | **O**  **5** | **VS**  **4** | **S**  **3** | **F**  **2** | **NI**  **1** | **N/A**  **0** |
| --- | --- | --- | --- | --- | --- | --- |
| **TEAM WORK** | | | | | | |
| 1. Consistently works with others to accomplish goals and tasks. | **5** | **4** | **3** | **2** | **1** | 0 |
| 2. Treats all team members in respectful and courteous manner. | **5** | **4** | **3** | **2** | **1** | 0 |
| 3. Actively participates in activities and assigned tasks. | **5** | **4** | **3** | **2** | **1** | 0 |
| 4. Willingly works with team members to continuously improve team  collaboration | **5** | **4** | **3** | **2** | **1** | 0 |
| 5. Considers feedbacks and views of team members when completing  assigned tasks. | **5** | **4** | **3** | **2** | **1** | 0 |
| **COMMUNICATION** | | | | | | |
| 6. Listens conscientiously to supervisor and co-workers | **5** | **4** | **3** | **2** | **1** | 0 |
| 7. Comprehends written and oral information | **5** | **4** | **3** | **2** | **1** | 0 |
| 8. Consistently delivers accurate information | **5** | **4** | **3** | **2** | **1** | 0 |
| 9. Reliably provides feedback as required, both internally and externally | **5** | **4** | **3** | **2** | **1** | 0 |
| **ATTENDANCE & PUNCTUALITY** | | | | | | |
| 10. Is consistently punctual | **5** | **4** | **3** | **2** | **1** | 0 |
| 11. Maintains good attendance and participation | **5** | **4** | **3** | **2** | **1** | 0 |
| 12. Informs supervisor promptly if absent or late | **5** | **4** | **3** | **2** | **1** | 0 |
| **PRODUCTIVITY/RESILIENCE** | | | | | | |
| 13. Consistently delivers quality results | **5** | **4** | **3** | **2** | **1** | 0 |
| 14. Meets deadlines and manages time well | **5** | **4** | **3** | **2** | **1** | 0 |
| 15. Works around problems and obstacles in a stressful situation in  order to achieve required tasks | **5** | **4** | **3** | **2** | **1** | 0 |
| 16. Time management is effective and efficient | **5** | **4** | **3** | **2** | **1** | 0 |
| 17. Informs supervisor of any challenges or barriers that transpire in tasks | **5** | **4** | **3** | **2** | **1** | 0 |
| **INITIATIVE/PROACTIVITY** | | | | | | |
| 18. Completes assignments with minimal supervision | **5** | **4** | **3** | **2** | **1** | 0 |
| 19. Successfully completes tasks independently and accurately | **5** | **4** | **3** | **2** | **1** | 0 |
| 20. Seeks additional support when necessary | **5** | **4** | **3** | **2** | **1** | 0 |
| 21. Recognizes and takes appropriate action to effectively address  problems | **5** | **4** | **3** | **2** | **1** | 0 |
| 22. Engages in continuous learning | **5** | **4** | **3** | **2** | **1** | 0 |
| 23. Contributes new ideas and seek ways to improve the organization or  work place | **5** | **4** | **3** | **2** | **1** | 0 |
| **JUDGEMENT/ DECISION-MAKING** | | | | | | |
| 24. Analyzes problems effectively | **5** | **4** | **3** | **2** | **1** | 0 |
| 25. Demonstrates the ability to make creative and effective solutions to  problems | **5** | **4** | **3** | **2** | **1** | 0 |
| 26. Demonstrates good judgement in handling routine problems | **5** | **4** | **3** | **2** | **1** | 0 |
| **DEPENDABILITY/RELIABILITY** | | | | | | |
| 27. Ably follows through and meet required deadlines | **5** | **4** | **3** | **2** | **1** | 0 |
| 29. Is personally accountable for his/her actions | **5** | **4** | **3** | **2** | **1** | 0 |
| 29. Adapts effectively to changes in the work environment | **5** | **4** | **3** | **2** | **1** | 0 |
| 30. Displays a consistent level of high performance | **5** | **4** | **3** | **2** | **1** | 0 |
| **ATTITUDE** | | | | | | |
| 31. Willingly offers assistance when needed | **5** | **4** | **3** | **2** | **1** | 0 |
| 32. Makes positive contribution to the organization’s morale | **5** | **4** | **3** | **2** | **1** | 0 |
| 33. Shows sensitivity to and consideration for other’s feeling | **5** | **4** | **3** | **2** | **1** | 0 |
| 34. Accepts constructive criticism positively | **5** | **4** | **3** | **2** | **1** | 0 |
| 35. Shows pride in performing tasks | **5** | **4** | **3** | **2** | **1** | 0 |
| **PROFESSIONALISM** | | | | | | |
| 36. Respects those in authority | **5** | **4** | **3** | **2** | **1** | 0 |
| 37. Responsibly uses tools, equipment and machines | **5** | **4** | **3** | **2** | **1** | 0 |
| 38. Follows all policies and procedures when issues and conflicts arise | **5** | **4** | **3** | **2** | **1** | 0 |
| 39. Sticks with policies and procedures as issues and conflicts arise | **5** | **4** | **3** | **2** | **1** | 0 |
| 40. Physical appearance is appropriate with the work environment and  placement rules. | **5** | **4** | **3** | **2** | **1** | 0 |
| **Total Score /Equivalent rating** |  | | | | | |

**Raw score Equivalent rating Verbal interpretation**

180 – 200 97 - 100 Outstanding

160 –180 94 - 96 Excellent

141 - 160 91 - 93 Excellent

121 – 140 88 – 90 Very Good

101 – 120 85 - 87 Good

81 - 100 82 - 84 Fair

61 – 80 79 - 81 Fair

41 - 60 76 - 78 Passed

21 - 40 75 Passed

0-20 74 Conditional Passed

Remarks/Comments/ Suggestions:

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Evaluator’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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