**INTERNSHIP EVALUATION**

**General information:**

As a Data Analyst Intern at HSC, I was primarily responsible for analyzing data and creating reports to support our team. At the start, I focused on understanding requirements from different departments and translating them into clear, actionable reports. My work involved cleaning and processing data from multiple sources, as well as developing reusable tables and dashboards to ensure accuracy, clarity, and sustainability.

I worked extensively with SQL, Excel, and Power BI to extract, visualize, and present insights. Close collaboration with my mentor and team members was essential to ensure the analyses and reports aligned with business needs.

Throughout the internship, I enhanced my skills in SQL data processing, Power BI/Tableau visualization, and quantitative analysis using Excel and Python. Some of my key contributions included:

* Developing a dashboard to monitor real-time performance across departments.
* Creating reports that analyzed customer behavior from transaction data.
* Optimizing data processing workflows to improve accuracy and save time.

I also took part in side projects, such as supporting analyses for new strategic initiatives and assisting in internal organizational activities.

Overall, the internship not only strengthened my technical and analytical skills but also improved my collaboration and communication abilities. It provided me with valuable, hands-on experience in data extraction, processing, and visualization, laying a solid foundation for my future career in Data Analytics.

**Ho Chi Minh City Securities Corporation**

**INTERNSHIP EVALUATION**

**STUDENT NAME: Bùi Gia Phú**

**SUPERVISOR NAME: Bùi Huyền My**

**INTERNSHIP START DATE:** 23/06/2025  **INTERNSHIP END DATE:** 23/09/2025

**Please CHECK the category which best describes the student’s performance in each of these areas.**

1. FULFILMENT OF INTERNSHIP OBJECTIVES

🗆 All objectives adequately objectives

🗆 Most objectives fulfilled

🗆 Few objectives fulfilled

🗆 Objectives not met

Comments:

2. ACADEMIC PREPARATION OF THE STUDENTS

🗆 Excellent

🗆 Very good

🗆 Good

🗆 Average

🗆 Below average

Comments:

3. INTEREST IN WORK/RESEARCH

🗆 Very enthusiastic

🗆 Generally interested

🗆 Sometimes interested

🗆 Little interest or enthusiasm

Comments:

4. ABILITY TO LEARN

🗆 Exceptional ability to learn new concepts or tasks very quickly

🗆 Generally capable of learning new concepts or tasks within a reasonable time frame

🗆 Can learn with appropriate mentorship and guidance within a reasonable time frame

🗆 Requires more time to learn new concepts or takes even with mentorship

Comments:

5. INITIATIVE

🗆 Consistent self-starter and always strives to add value

🗆 Demonstrates some initiative on selected challenges

🗆 Acts voluntarily only in routine time matters

🗆 Always waits to be told what to do next

Comments:

6.INDEPENDENCE

🗆 Requires minimal supervision, very independent

🗆 Can usually work independently

🗆 Works well under adequate supervision

🗆 Requires constant mentorship or instruction

Comments:

7. ORGANIZATION/PLANNING

🗆 Very organized and always equipped with a plan of action

🗆 Generally organized and usually plans ahead

🗆 Occasionally not organized and unprepared for the tasks at hand

🗆 Generally not organized and ill-prepared for the tasks at hand.

Comments:

8. QUALITY OF WORK/RESEARCH

🗆 Very thorough. Outstanding attention to detail

🗆 Usually thorough. Generally, good work with very few errors

🗆 Work usually required review, satisfactory work, but may contain some errors

🗆 Work usually completed in a careless manner and constantly plagued with errors

Comments:

9. ANALYTICAL/PROBLEM SOLVING SKILLS

🗆 Always understands the problems at hand; regularly exercises critical thinking and systematic problem-solving. Carefully evaluates and selects among alternatives and successfully solvers problems with little assistance.

🗆Generally understands the problems at hand; good analytical skills but may require assistance in solving problems.

🗆 Sometimes understands the problems at hand; analytical skills are satisfactory and usually require assistance in solving problems

🗆 Usually poorly understanding of the problems at hand; experiences difficulty in evaluating and selecting among alternatives; consistently gets stuck in the problem-solving process.

Comments:

10. DEPENDABILITY

🗆 Completely dependable; worry-free

🗆 Usually dependable

🗆 Sometimes neglectful or careless

🗆 Unreliable

Comments:

11. ACCEPTANCE OF SUGGESTIONS AND CRITICISMS

🗆 Takes prompt action in response to suggestions and feedback from supervisor

🗆 Accepts suggestions and criticisms by supervisor and usually implements corrective behavior over time

🗆 Reluctantly accepts suggestions and criticisms by supervisor; very little demonstrated effort to improve.

🗆 Resents suggestions and criticisms by supervisor; no demonstrated effort to improve

Comments:

12. RELATIONS WITH OTHERS

🗆 Works very well with others

🗆 Work with other satisfactorily

🗆 Has difficulty with some individuals

🗆 General difficulty working with others

Comments:

13. ATTENDANCE AND PUNCTUALITY

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Poor | Fair | Satisfactory | Good | Excellent |
| Attendance | 🗆 | 🗆 | 🗆 | 🗆 | 🗆 |
| Punctuality | 🗆 | 🗆 | 🗆 | 🗆 | 🗆 |

Comments:

OVERALL PERFORMANCE

🗆 Outstanding

🗆 Very Good

🗆 Good

🗆 Average

🗆 Marginal

Comments:

**EVALUATED BY:**

**OVERALL SCORE:**

**COMPANY’S SEAL AND SIGNATURE:**

**COMMENTS FROM STUDENT (If any)**

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