
	Organization Name: <b>አዲስ አበባ ሳይንስና ቴክኖሎጂ ዩኒቨርሲቲ</b> <b>ADDIS ABABA SCIENCE AND TECHNOLOGY UNIVERSITY</b>		Document No.: <b>VPAA/DPT/OF/007</b>	
	Title: <b>INTERNSHIP INDUSTRY SUPERVISOR MONTHLY PERFORMANCE EVALUATION FORMAT</b>		Issue No.: <b>1</b>	Page No.: <b>Page 1 of 2</b>

Month:			
Company Name:			
Company Supervisor's Name:		Phone No.:	
Student's Full Name:		ID No.:	
Student's Department:			

*Please give the appropriate value in the box provided out of the total value given for each evaluation criteria*

<b>General Performance (25%)</b>	
Punctuality (5%)	
Reliability (5%)	
Independence In Work (5%)	
Communication Skills (5%)	
Professionalism (5%)	

<b>Personal Skill (25%)</b>	
Speed of Work (5%)	
Accuracy (5%)	
Engagement (5%)	
Do you need him for your work (5%)	
Cooperation with colleagues (5%)	

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Professionals Skills (50%)	
Technical Skills (5%)	
Organizational Skills (5%)	
Support of the project tasks (5%)	
Responsibility in the task fulfillment (15%)	
Quality as a team member (20%)	

<b>Total Marks (100%)</b>	
<b>Monthly Performance Mark</b> <b>(Total Marks/100*20)</b>	

*Additional Comment:* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Company Stamp*

Company Supervisor Name	
Signature	