



Internship Evaluation Form
(To be completed by the Supervisor)

Student Name: Student ID:

Name of Corporation/Organization:

Division / Department:

Address:

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Telephone: Fax:

Note: Please mark a ✓ under the level that represents the student performance

Order	Detail of Evaluation	Excellent	Good	Satisfactory	Fair	Poor
		5	4	3	2	1
1	Learning Ability					
2	Responsibility for tasks					
3	Persistence to complete tasks accurately					
4	Enthusiasm for the experience and ability to problem solve					
5	Ability to improve and adapt to tasks					
6	Intellectual ability and ability to apply it to assigned tasks					
7	Positive attitude towards tasks and the corporation					
8	Ability to select the best potential resources to meet information needs					
9	Ability to use, organize, and classify equipment properly					
10	Appropriate attire					
11	Proper appearance and etiquette					
12	Inter-personal relationships and ability to work cooperatively with others					
13	Willingness to offer help to others					
14	Creativity					
15	Professionalism; demonstrated interest in the issues; capability of following the policies rules and regulations of the organization					

Order	Detail of Evaluation	Excellent	Good	Satisfactory	Fair	Poor
		5	4	3	2	1
16	Ethics , morality, honesty and public awareness					
17	Punctuality					
18	Ability to communicate in four language skills: speaking, listening, reading and writing					
19	Industriousness and diligence					
20	Keeping the internship records up to date					

Additional Comments

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Note: Signature and seal/stamp are required.

Supervisor

(.....)

Position

Date...../...../.....