

## FORMAT - 6: SUPERVISOR EVALUATION OF INTERN

Student name ..... Date: .....

Work supervisor ..... Title: .....

Company/Organization .....

Internship address: .....

Dates of Internship: From ..... To .....

Please evaluate your intern by indicating the frequency with which you observed the following behaviors:

Parameters	Needs improvement	Satisfactory	Good	Excellent
Behaviors				
Performs in a dependable manner				
Cooperates with co-workers and supervisors				
Shows interest in work				
Learns quickly				
Shows initiative				
Produces high quality work				
Accepts responsibility				
Accepts criticism				
Demonstrates organizational skills				
Uses technical knowledge and expertise				
Shows good judgment				
Demonstrates creativity/originality				
Analyzes problems effectively				
Is self-reliant				
Communicates well				
Writes effectively				
Has a professional attitude				
Gives a professional appearance				
Is punctual				
Uses time effectively				

Overall performance of student intern (circle one):

(Needs improvement/Satisfactory/\_\_\_\_\_ Good/\_\_\_\_\_ Excellent)

Additional comments, if any:

Signature of Industry supervisor \_\_\_\_\_ HR Manager .....