

Career Counseling and Industrial Placement Center

Internship evaluation Performa (Semester _____ /20__)

Student Name: _____

Registration No.: _____

Name of Degree Program: _____

Internship Starting Date: _____ Internship Closing Date: _____

Internship Completion Certificate No: _____

Note: Supervisors, please complete this form for students who work in your organization. Place a check after each question in ①②③④⑤ based on the student's work habits and performance

Note: Please keep a copy of evaluation form for futures references/correspondence.

Purpose: To provide faculty and administration with constructive feedback necessary to enhance their work performance and professional development and work on areas that require improvement in students. For assistance, **please contact career counseling center / at ccc@kfueit.edu.pk**

Guidance on the Rating Scale

- ① (Did not meet job requirements)
- ② **Marginal** (needs improvement in many key areas)
- ③ **Satisfactory** (need for improvement in one or more key areas)
- ④ **Good** (met all job requirements)
- ⑤ **Very Good** (exceeded job requirements in one or more key areas)

Organization: _____

Supervisor's name: _____

Designation: _____

Supervisor's contact number: _____

Internship Evaluation: Score Board

Sr. No	Rating Scale	⑤	④	③	②	①
1	Interest in Work: The degree to which the student pursues goals with commitment and takes pride in accomplishments					
2	Ability to Learn: The extent to which the student becomes proficient with job duties and work processes					
3	Quality of Work: The ability of the student to set high standards for own personal performance; strive for quality work; put forth extra effort to ensure quality work.					
4	Technical Knowledge: The know-how and knowledge of the work being performed.					
5	Quantity of Work: The volume of work produced by the student, along with his or her speed and consistency of output					
6	Teamwork: The degree to which the student works well in a team setting					
7	Dependability: The manner in which the student conducts his or herself in the working environment.					
8	Response to Supervision: The manner in which the student responds to direction and constructive criticism.					
9	Ethical Behavior: The extent to which the student demonstrates integrity and ethics in work and relationships.					
10	Interpersonal Communication: The extent to which the student effectively listens, conveys, and receives ideas, information, and direction.					
11	Punctuality: The extent to which the student is present in office in time and adheres to work schedule					

Areas for Development Required:

1. _____
2. _____
3. _____

Supervisor's Comments: (Please comment on the student's overall performance)

Signature: _____
Supervisor's Name Title Date

Signature: _____
Student's Signature & Date