

## Career Counseling and Industrial Placement Center

Internship evaluation Performa (Semester \_\_\_\_\_ /2018)

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 [Muhammad.umair@kfueit.edu.pk](mailto:Muhammad.umair@kfueit.edu.pk), [Sabtain.khan@kfueit.edu.pk](mailto:Sabtain.khan@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	<b>Interest in Work:</b> The degree to which the student pursues goals with commitment and takes pride in accomplishments					
2	<b>Ability to Learn:</b> The extent to which the student becomes proficient with job duties and work processes					
3	<b>Quality of Work:</b> 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	<b>Technical Knowledge:</b> The know-how and knowledge of the work being performed.					
5	<b>Quantity of Work:</b> The volume of work produced by the student, along with his or her speed and consistency of output					
6	<b>Teamwork:</b> The degree to which the student works well in a team setting					
7	<b>Dependability:</b> The manner in which the student conducts his or herself in the working environment.					
8	<b>Response to Supervision:</b> The manner in which the student responds to direction and constructive criticism.					
9	<b>Ethical Behavior:</b> The extent to which the student demonstrates integrity and ethics in work and relationships.					
10	<b>Interpersonal Communication:</b> The extent to which the student effectively listens, conveys, and receives ideas, information, and direction.					
11	<b>Punctuality:</b> 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**