

**EMPLOYER EVALUATION OF INTERN PERFORMANCE**

Date:

Dear Employer / Supervisor,

We would like to thank you once more for so generously hosting Final International University students. We would be most grateful if you could also complete the attached evaluation form. This will provide us with valuable feedback that will help us evaluate our students’ performance and provide them with further advice for future improvements.

In completing the form, please grade the student according to the following scale:

1: Did not meet requirements

2: Below average in satisfying requirements

3: Satisfied requirements

4: Above average in satisfying requirements

5: Outstanding / exceptional performance.

N/A: Not possible to assess due to lack of information / applicability.

We thank you again for your assistance.

|  |  |
| --- | --- |
| Name and Surname of the Employer-Supervisor: |  |
| Name of the Business and Field of Activity: |  |
| Address: |  |
| Telephone Number: |  | E-mail: |  |
| Name and Surname of Student: |  |
| Internship Dates: | Start: |  | Finish: |  |



**EVALUATION OF STUDENT PERFORMANCE BY EMPLOYER-SUPERVISOR**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| During the internship, the student demonstrated: | **5** | **4** | **3** | **2** | **1** | **N/A** |
| 1. **Professional responsibility** (e.g. attendance, dress, awareness of and adherence to workplace regulations).
 |  |  |  |  |  |  |
| 1. **Professional ethics and social and civic responsibilities** (awareness of ethical and social areas of relevance to the field and to the workplace, and to behaviour and conduct in professional life more generally).
 |  |  |  |  |  |  |
| 1. **Professional autonomy** (able to work independently, take initiative, self-organize and generally work well with minimum support and supervision).
 |  |  |  |  |  |  |
| 1. **Time Management Skills (**timelytask completion, distribution and prioritising of time, punctuality, etc.)
 |  |  |  |  |  |  |
| 1. **Teamwork Skills** (working harmoniously with others, interacting positively and constructively with colleagues etc.)
 |  |  |  |  |  |  |
| 1. **Communication Skills** (able to convey ideas and suggestions, understand instructions, respond to questions and instructions in a professional manner).
 |  |  |  |  |  |  |
| 1. **Analytic, critical thinking and problem-solving skills** (able to evaluate and respond to day-to-day work related issues and problems with original insights based on evidence and date, and make relevant proposals)
 |  |  |  |  |  |  |
| 1. **Technical Knowledge and Skills** (as relevant to the field in general and the workplace in specific and showing the ability to transfer classroom learning into work environment).
 |  |  |  |  |  |  |
| 1. **Continuous learning and development** (desire and interest to learn more about the field, the organisation, and develop higher levels of knowledge and skills).
 |  |  |  |  |  |  |
| 1. **Overall Assessment**
 |  |  |  |  |  |  |
| **Further Comments and Recommendations** |

**Employer Supervisor Name and Signature:**

**Date:**

*At the end of the internship, this form should be completed and given to the student in a sealed envelope and / or signed, scanned and e-mailed to the student’s academic advisor.*