



UNIVERSITY OF BELIZE
Faculty of Management & Social Sciences
Internship Program

WORK PERFORMANCE EVALUATION

Student Name:
Employer:
Job performed:

Address:

INTERNSHIP OBJECTIVES -- PERFORMANCE OBJECTIVES

Supervisor:- What are the student's tasks? _____

PROFESSIONAL AND PERSONAL GROWTH OBJECTIVES

Supervisor:- What professional or personal growth do you expect from this student? (e.g. learn to take the initiative.) _____

ACHIEVEMENT OF OBJECTIVES -- PERFORMANCE OBJECTIVES

Supervisor's comment:- _____

Ranking

Excellent 10 9 8 7 6 5 4 3 2 1 Poor

HANDOUT III WORK PERFORMANCE EVALUATION

PROFESSIONAL AND PERSONAL GROWTH OBJECTIVES

Supervisor's comment:- _____

Ranking

Excellent 10 9 8 7 6 5 4 3 2 1 Poor

SUITABILITY

In your opinion, how well suited was the student for the work assigned this term? _____

Ranking

Ideally Suited 10 9 8 7 6 5 4 3 2 1 Not suited

SKILLS AND ATTRIBUTES

- Provide feedback to the student by identifying strengths and weaknesses this term. Please add any additional items you believe are appropriate. Please comment only on the items observed this term. Others may be marked N/A.

SKILLS AND ATTRIBUTES

Strength Acceptable Weakness

PROFESSIONAL AND PERSONAL DEVELOPMENT

_Acceptance of responsibility	[]	[]	[]
_Acceptance of suggestions and criticism	[]	[]	[]
_Assertiveness	[]	[]	[]
_Attention to duty	[]	[]	[]
_Creativity	[]	[]	[]
_Attendance and Punctuality	[]	[]	[]
_Recognition of need for help	[]	[]	[]
_Self confidence	[]	[]	[]
_Speed of work	[]	[]	[]
_Accuracy of work	[]	[]	[]
_Technical knowledge	[]	[]	[]
_Communication skills (Verbal)	[]	[]	[]
_Communication skills (Written)	[]	[]	[]
_Ability to take the initiative	[]	[]	[]
_Organization and planning	[]	[]	[]
_Ability to learn	[]	[]	[]
_Judgment	[]	[]	[]
_Dependability	[]	[]	[]
_Leadership skills	[]	[]	[]
_Adaptation to formal organizations	[]	[]	[]
_Adaptation to rules and policies	[]	[]	[]

HANDOUT III WORK PERFORMANCE EVALUATION

ATTITUDES TOWARDS

_The organization and its image	[]	[]	[]
_Professionals within the organization	[]	[]	[]
_Others in the work force	[]	[]	[]
_Visitors	[]	[]	[]
_The work assigned	[]	[]	[]

FEEDBACK

Has the student been given feedback on his or her performance during the work term?

Yes [] No []

Has the student made an effort to improve in the areas noted?

Yes [] No []

Has the student made progress in the areas noted?

Yes [] No []

GENERAL COMMENTS

Summarize the student's overall performance. You may wish to identify academic or work related problems which need attention in the student's personal development.

Supervisor's comments:- _____

Evaluation by:

Title:

Phone #

Student's signature and comments:-
