


INTERNSHIP PROGRAM


Faculty of Humanities and Social Sciences
University of Sri Jayewardenepura

INTERN ASSESSMENT FORM (Employer's/ Internship Mentor's Evaluation)

(Without this form, you cannot receive credit for your internship)

STUDENT COMPLETES THIS SECTION	Student's Name:		Academic Year:
	Department :		Registration Number:
	Degree program:		Index Number:
	Email:	Contact No:	Starting date: Completion date :
	Name of Internal Internship supervisor:		

Name of Company/Organization:	Name of Evaluator
Address:	Title/Position
Contact No:	Email:

Please use the following system to evaluate the internship, circling the appropriate number to answer each question. (Use a separate sheet for details, if necessary)

Evaluation Rating Scale-

- 1 Unsatisfactory (Never demonstrates this ability/does not meet expectations)
- 2 Uncomplimentary (Seldom demonstrates this ability/rarely meets expectations)
- 3 Fair (Sometimes demonstrates this ability/meets expectations)
- 4 Commendable (Usually demonstrates this ability/sometimes exceeds expectations)
- 5 Exceptional (Always demonstrates this ability/consistently exceeds expectations)

If any criteria are not applicable to this internship experience, please leave the response blank.

A. Motivation to Learn

1. Asks pertinent and purposeful questions
2. Seeks out and utilizes appropriate resources
3. Accepts responsibility for mistakes and learns from experiences

Rating Scale

1	2	3	4	5
1	2	3	4	5
1	2	3	4	5

B. Reading/Writing/Computation Skills

1. Reads/comprehends/follows written materials
2. Communicates ideas and concepts clearly in writing
3. Works with mathematical procedures appropriate to the job

1	2	3	4	5
1	2	3	4	5
1	2	3	4	5

C. Listening & Oral Communication Skills

1. Listens to others in an active and attentive manner
2. Effectively participates in meetings or group settings

1	2	3	4	5
1	2	3	4	5

D. Creative Thinking & Problem Solving Skills

1. Breaks down complex tasks/problems into manageable pieces
2. Brainstorms/develops options and ideas
3. Demonstrates an analytical capacity

1	2	3	4	5
1	2	3	4	5
1	2	3	4	5

E. Professional & Career Development Skills

1. Exhibits self-motivated approach to work
2. Demonstrates ability to set appropriate priorities/goals
3. Exhibits professional behavior and attitude

1	2	3	4	5
1	2	3	4	5
1	2	3	4	5

F. Interpersonal & Teamwork Skills

1. Manages and resolves conflict in an effective manner
2. Supports and contributes to a team atmosphere
3. Demonstrates assertive but appropriate behavior

1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5

G. Organizational Effectiveness Skills

1. Seeks to understand and support the organization's mission/goals
2. Fits in with the norms and expectations of the organization
3. Works within appropriate authority and decision-making channels

1	2	3	4	5
1	2	3	4	5
1	2	3	4	5

H. Basic Work Habits

1. Reports to work as scheduled and on-time
2. Exhibits a positive and constructive attitude
3. Dress and appearance are appropriate for this organization

1	2	3	4	5
1	2	3	4	5
1	2	3	4	5

I. Character Attributes

1. Brings a sense of values and integrity to the job
2. Behaves in an ethical manner
3. Respects diversity (religious/cultural/ethnic) of co-workers

1	2	3	4	5
1	2	3	4	5
1	2	3	4	5

J. Comments: If any

K. Overall Performance (if I were to rate the intern at the present time)

Unsatisfactory Poor Average Good Outstanding

1	2	3	4	5	6	7	8	9	10
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Evaluator's Signature: _____ Date: _____

Thank you for your time in completing this evaluation!

Please place form in a sealed envelope and address to:

Prof. /Dr. /Mr. /Ms...../Internship coordinator
 Department of
 University of Sri Jayewardenepura, Nugegoda.
 Contact: Tel: _____ or Email: _____