

COLLEGE OF BUSINESS ADMINISTRATION  
 University of the Philippines  
 Diliman, Quezon City  
 Tel: (632) 928 4571 to 75, Fax: (632) 920 7990

2009 SUMMER INTERNSHIP PROGRAM

SUPERVISOR EVALUATION FORM

Name of Intern: \_\_\_\_\_  
 Company/Organization: \_\_\_\_\_  
 Department: \_\_\_\_\_

Dear Sir/Madam:

Please evaluate the intern on the following criteria. The evaluation should be completed a week or two before the end of the internship experience. Thank you very much!

- 1- Needs Improvement
- 2- Below Average
- 3- Satisfactory
- 4- Above Average
- 5- Outstanding
- N- Not observed/No basis

Criteria	1	2	3	4	5	N
	NI	BA	SA	AA	OU	NB
<b>1. Job Knowledge</b>						
<i>possess knowledge of job responsibilities and skills to accomplish tasks described in job description, learns new skills/information in timely manner</i>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	NB <input type="checkbox"/>
<b>2. Work Performance</b>						
<i>completes quality and quantity of work, gives attention to detail, handles stress, has strong work ethic, has neat work area, possesses necessary skills to complete the job, has organizational skills</i>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	NB <input type="checkbox"/>
<b>3. Dependability</b>						
<i>completes required tasks with minimum supervision, is on time when scheduled to work, responds to organizational needs in a timely manner, is dedicated to doing the job</i>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	NB <input type="checkbox"/>

<b>4. Communication</b> <i>demonstrates strong verbal and written skills, expresses ideas/solution to problems effectively, professionally communicates with co-workers, uses proper communication channels</i>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	NB <input type="checkbox"/>
<b>5. Attitude</b> <i>accepts constructive criticisms; performs job willingly, is enthusiastic, displays a commitment to job</i>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	NB <input type="checkbox"/>
<b>6. Judgment</b> <i>makes effective decisions based on appropriate information, demonstrates common sense</i>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	NB <input type="checkbox"/>
<b>7. Initiative</b> <i>moves ahead when given responsibility, assesses what need to be done and takes action</i>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	NB <input type="checkbox"/>
<b>8. Technical Skills</b> <i>demonstrated basic management principles and practical knowledge</i>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	NB <input type="checkbox"/>
<b>9. Interpersonal Skills</b> <i>cooperates with supervisor, co-workers, and subordinates; is a team player</i>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	NB <input type="checkbox"/>
<b>10. Personal Appearance</b> <i>adheres to company dress code; has a professional bearing</i>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	NB <input type="checkbox"/>
<b>11. Potential for Success</b> <i>Would you hire this person?</i>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	NB <input type="checkbox"/>

Additional Comments:

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Name & Signature of Supervisor: \_\_\_\_\_

Date: May \_\_\_\_, 2009