

## Intern Performance Review

This evaluation form is to be filled out by the Intern at first, followed by his/her Direct Supervisor after discussing the performance by the end of the Internship period. Please note that this evaluation will affect the final grade of the related course **with a weight of 50%**.

Student's Name: \_\_\_\_\_ ID Number: \_\_\_\_\_

Direct Supervisor's Name: \_\_\_\_\_ Position: \_\_\_\_\_

Company Name: \_\_\_\_\_ Location: \_\_\_\_\_

### Grading Scale

- 5 = Outstanding:** Performance consistently exceeds expectations
- 4 = Exceeds Expectations:** Performance sometimes exceeds expectations
- 3 = Meets Expectations:** Performance always meets expectations
- 2 = Below Expectations:** Performance needs improvement
- 1 = Does not meet expectations:** Performance fails to meet expectations
- N/A = Not Applicable:** Rating does not apply to job requirements

**FINAL GRADE:** \_\_\_\_\_ /100

**\*Signature of Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*This signature confirms that I have read & discussed this evaluation with my supervisor.

**Signature of Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Criteria	Supervisor Evaluation					
<b>Job Performance</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N/A</b>
Completed all tasks and objectives required						
Was dependable						
Assumed responsibilities of the position and of mistakes made						
Completed tasks in a timely manner						
Followed firm's performance & technical standards with a positive attitude						
Added value to the firm						
<b>Total Score: (if N/A: score*30/(30 - 5*#ofN/As)</b>						<b>/30</b>
<b>Teamwork &amp; Leadership Skills</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N/A</b>
Established good & effective rapport with coworkers; exhibited a sense of teammanship						
Motivated & supported others						
Demonstrated leadership skills & managed teams						
Demonstrated confidence						
Displayed initiative & attempted to solve problems independently						
Listened to other's opinions & ideas						
Cooperated well with other team members						
Made use of appropriate communication tools with peers & supervisors						
<b>Total Score: (if N/A: score*40/(40 - 5*#ofN/As)</b>						<b>/40</b>
<b>Communication Skills</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N/A</b>
Demonstrated good listening skills						
Demonstrated good writing skills						
Demonstrated good verbal skills						
Conveyed ideas clearly with clear & accurate explanation & reasoning						
<b>Total Score: (if N/A: score*20/(20 - 5*#ofN/As)</b>						<b>/20</b>
<b>Integrity &amp; Conduct</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N/A</b>
Dressed appropriately for work						
Attendance was regular						
Was punctual						
Respected firm's policies & procedures						
Openly accepted suggestions & constructive criticism						
Respected coworkers & their opinions						
Demonstrated good character & mindset						
Respected confidentiality & company values						
Abided by the internal rules & regulations						
Had a sense of cooperation and fairness						
<b>Total Score: (if N/A: score*50/(50 - 5*#ofN/As)</b>						<b>/50</b>

<b>Motivation</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N/A</b>
Exhibited a sense of ownership and belonging in the company						
Participated actively in events/workshops/seminars						
Demonstrated a desire to learn and develop						
Sought additional responsibility						
<b>Total Score:</b> (if N/A: score*20/(20 - 5*#ofN/As)						<b>/20</b>
<b>Professional Development</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N/A</b>
Demonstrated true interest in his/her profession						
Handled negative situations in a professional manner						
Confronted complicated/difficult situations calmly						
Indicated sensitivity for needs of the customers						
Developed decision making skills						
Developed analytical skills						
Learned how to organize his/her time and prioritize his/her tasks						
Used the correct means and tools to find appropriate information						
<b>Total Score:</b> (if N/A: score*40/(40 - 5*#ofN/As)						<b>/40</b>

**Student's comments about the internship experience:**

---



---



---



---



---

**Supervisor's comments about the internship and his recommendations for the student regarding further improvements:**

---



---



---



---



---

## FOR SUPERVISOR'S REVIEW ONLY

### Intern Overall Review:

1. Would you consider hiring the above mentioned student in the future?

Yes

No

Please provide the reason(s):

---

---

2. Rate the overall performance of the intern?



**Outstanding\***



**Good**



**Average**



**Bad**

\*If the overall performance rating is "Outstanding", kindly fill out the Outstanding Performance Report on the following page listing the reasons for this rating as well as the intern's achievement(s) in the company.



## Internship Program Review:

1. Were you contacted by the AUB Faculty Mentor?

Yes; How?(visit, phone, email, video call/skype)\_\_\_\_\_

No

2. How would you rate the follow-up from AUB: (0 being the lowest and 10 the highest rate)

0    1    2    3    4    5    6    7    8    9    10

3. How would you rate the overall experience of the Internship Program: (0 being the lowest and 10 the highest rate)

0    1    2    3    4    5    6    7    8    9    10

4. Would you consider hosting OSB interns next Summer?

Yes

No

Please provide the reason:

---

---