

Evaluation Form

Intern Name:	Intern ID:	Academic Department:			
Training Department (Rotation):			Training Place:		
Training period: / / to / /			Number of Weeks:		
Supervisor Name:					
Work Performance					
Evaluation Items	Poor	Fair	Good	Very Good	Excellent
Knowledge					
Technical Competence					
Quality of work					
Confidentiality Awareness					
Enthusiasm & Attitude					
Reliability & Dependability					
Willingness to accept direction and criticism					
Attendance & Discipline					
Interpersonal Communication Skills					
Critical Thinking					
Overall Evaluation	Pass ()		Fail ()		
Supervisor Comments:					
Number of Days Absent:			Number of Days compensated:		
Supervisor Signature & Stamp:				Date:	

***Please refer to the evaluation rubric**



Evaluation Rubric

Items	Poor	Fair	Good	Very Good	Excellent
Knowledge	Lack of knowledge of the field	Fair knowledge of the field	Good knowledge of the field	Plentiful knowledge of the field	Extensive knowledge of the field
Technical Competence	Lack of essential technical skills	Has acceptable technical skills	Has good technical skills	Competent in technical skills	Has exceptional technical skills
Quality of work	Never been accurate, complete or perfect	Rarely been accurate, complete or perfect	Sometimes been accurate, complete or perfect	Usually been accurate, complete or perfect	Always been accurate, complete or perfect
Confidentiality Awareness	Lack of confidentiality awareness	Rarely care about confidentiality	Sometimes care about confidentiality	Usually care about confidentiality	Always care about confidentiality
Enthusiasm & Attitude	Never been initiative or motivated	Rarely show initiation or motivation	Sometimes show initiation or motivation	Usually initiative and motivated	Always initiative and motivated
Reliability & Dependability	Never reliable or be relied on performing tasks	Rarely reliable or be relied on performing tasks	Sometimes reliable and can be relied on performing tasks	Usually reliable and can be relied on performing tasks	Always reliable and can be relied on performing tasks
Willingness to accept direction and criticism	Fails to accept or respond to guidance	Rarely accept or respond to guidance	Sometimes accept and respond to guidance	Usually accept and respond to guidance	Always accept and respond to guidance
Attendance & Discipline	Never be on time, frequent absent without excuse	Rarely be on time,	Sometimes on time	Usually on time	Always on time
Interpersonal Communication Skills	Never engage with others & fails to demonstrate effective communication skills	Rarely engage with others or demonstrate effective communication skills	Sometimes engage with others & demonstrate effective communication skills	Usually engage with others & demonstrate effective communication skills	Always engage with others & demonstrate effective communication skills
Critical Thinking	Never analyse, assess, synthesis, evaluate and reflect on n work assignments	Rarely analyse, assess, synthesis, evaluate and reflect on n work assignments	Sometimes analyse, assess, synthesis, evaluate and reflect on n work assignments	Usually analyse, assess, synthesis, evaluate and reflect on n work assignments	Always analyse, assess, synthesis, evaluate and reflect on n work assignments