

نموذج التقييم Evaluation Form

|  |                     |   |   |                              |                           |
|--|---------------------|---|---|------------------------------|---------------------------|
| <b>Intern Name:</b><br>إسم المتدرب                                   |                     | <b>Intern ID:</b><br>الرقم الجامعي            |   |                              |                           |
| <b>Academic Department:</b><br>القسم الأكاديمي                       |                     | <b>Graduation Semester:</b><br>رقم فصل التخرج |   |                              |                           |
| <b>Training Department (Rotation):</b><br>قسم التدريب                |                     |   | <b>Training Place:</b><br>مكان التدريب                                |                              |                           |
| <b>Training period:</b> / / to / /<br>فترة التدريب                   |                     |   | <b>Number of Weeks:</b><br>عدد الأسابيع                               |                              |                           |
| <b>Intern's Performance</b> أداء المتدرب                             |                     |   |   |                              |                           |
| <b>Evaluation Items</b><br>عناصر التقييم                             | <b>Poor</b><br>ضعيف | <b>Fair</b><br>مقبول                          | <b>Good</b><br>جيد  | <b>Very Good</b><br>جيد جداً | <b>Excellent</b><br>ممتاز |
| Knowledge<br>المعرفة   |                     |   |   |                              |                           |
| Technical Competence<br>الكفاءة الفنية                               |                     |   |   |                              |                           |
| Quality of work<br>جودة العمل  |                     |   |   |                              |                           |
| Confidentiality Awareness<br>الوعي بالسرية وحماية المعلومات          |                     |   |   |                              |                           |
| Enthusiasm & Attitude<br>الحماس والسلوك                              |                     |   |   |                              |                           |
| Reliability & Dependability<br>الموثوقية والإعتمادية                 |                     |   |   |                              |                           |
| Willingness to accept direction and criticism<br>قبول التوجيه والنقد |                     |   |   |                              |                           |
| Attendance & Discipline<br>الحضور والانضباط                          |                     |   |   |                              |                           |
| Interpersonal Communication Skills<br>مهارات التواصل                 |                     |   |   |                              |                           |
| Critical Thinking<br>التفكير النقدي                                  |                     |   |   |                              |                           |
| <b>Overall Evaluation</b> التقييم بشكل عام                           | Pass ناجح ( )       |   |   | Fail راسب ( )                |                           |
| <b>Supervisor Comments:</b> ملاحظات المشرف                           |                     |   |   |                              |                           |
| <b>Supervisor Name &amp; Signature:</b> إسم المشرف وتوقيعه           |                     |   |   |                              |                           |
| <b>Number of Days Absent:</b><br>عدد أيام الغياب                     |                     |   | <b>Number of Days compensated:</b><br>عدد أيام الغياب التي تم تعويضها |                              |                           |

\*Please refer to the evaluation rubric\* يرجى الرجوع إلى دليل التقييم

## Evaluation Rubric

| Items  | Poor   | Fair  | Good   | Very Good  | Excellent   |
|--|--|---|--|--|---|
| <b>Knowledge</b>                                     | 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  |
| <b>Technical Competence</b>                          | Lack of essential technical skills   | Has acceptable technical skills   | Has good technical skills  | Competent in technical skills  | Has exceptional technical skills  |
| <b>Quality of work</b>                               | 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                                     |
| <b>Confidentiality Awareness</b>                     | Lack of confidentiality awareness  | Rarely care about confidentiality   | Sometimes care about confidentiality   | Usually care about confidentiality   | Always care about confidentiality   |
| <b>Enthusiasm &amp; Attitude</b>                     | Never been initiative or motivated   | Rarely show initiation or motivation  | Sometimes show initiation or motivation  | Usually initiative and motivated   | Always initiative and motivated   |
| <b>Reliability &amp; Dependability</b>               | 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                         |
| <b>Willingness to accept direction and criticism</b> | 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   |
| <b>Attendance &amp; Discipline</b>                   | Never be on time, frequent absent without excuse                               | Rarely be on time,  | Sometimes on time  | Usually on time  | Always on time  |
| <b>Interpersonal Communication Skills</b>            | 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        |
| <b>Critical Thinking</b>                             | 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 |

