



## MONTHLY SUPERVISOR'S EVALUATION

Student Intern

Instructions: Please rate the student's performance on each criterion from 1 to 10, with 10 as the best performance and 1 with the weakest performance. We encourage you to indicate your remarks beside each corresponding criteria to help the intern improve their performance. Please discuss the results with them.

Evaluation Criteria	Rating	Remarks
<b>a. Job Performance</b>		
1.1. <u>Quality of Work</u> – Accuracy, quality, neatness, coherence, and acceptability of output based on set standards.		
1.2 <u>Quantity of Work</u> – Volume of assigned work in relation to expected output within given resources and time period.		
1.3 <u>Job Knowledge</u> – understanding, abilities, and technical skills in performing current job/duties and related work.		
1.4 <u>Resource Utilization</u> – economical and effective use of company resources given the situation and circumstances, as required based on outputs, and/or as reflected in the daily operation of the unit.		
<b>b. Work Habits / Job Attitudes</b>		
2.1. <u>Initiative</u> – originates action in attaining unit objectives and performing assigned tasks to achieve company goals.		
2.2. <u>Cooperation</u> – ability to provide service unselfishly even when not required and work well in a group as well as with the supervisor(s).		



2.3. <u>Reliability and Dependability</u> – trustworthiness in work and in carrying out instructions. Responsibility in meeting deadlines and schedules.		
2.4. <u>Attendance and Punctuality</u> – regularity and punctuality in observing work hours.		
c. <b>Personality</b> 3.1. <u>Appearance</u> – outside look and bearing. Physical fitness and pleasantness.		
3.2. <u>Expression</u> – communicates clearly and effectively, in writing and/or orally. Able to grasp significance of information communicated & given feedback by the supervisor or other employees.		
3.3. <u>Disposition / Judgment</u> – maturity in handling situations and able to work with grace under pressure		
3.4. <u>Interpersonal Relations</u> – ability to establish and maintain positive and productive working relationships.		

SIGNATURE AND DATE OVER

Supervisor's Name

SIGNATURE AND DATE OVER

Intern's Name