



SUPERVISOR'S TERM-END EVALUATION

Student Intern

Please appraise the trainee's performance by specifically indicating the actual percentage value in the box for each sub-factor.

Evaluation Criteria	(Below 85%) Satisfactory	(85%-88%) Good	(89%-92%) Very Good	(93%-96%) Superior	(97%-100%) Excellent	
Job Performance 1.1. <u>Quality of Work</u> – Accuracy, quality, neatness, coherence, and acceptability of output based on set standards.	Quality of work is inconsistent. Sometimes, it cannot be accepted without reworking.	Produces satisfactory work. Work is seldom redone.	Most of the time exceeds expectations.	Consistently meets set standards.	Exceptional quality of work. Exceeded set standards	
1.2 <u>Quantity of Work</u> – Volume of assigned work in relation to expected output within given resources and time period.	Rarely complete.	Usually complete.	Most of the time complete.	Always completes the work on time.	Accomplishes more work than expected.	
1.3 <u>Job Knowledge</u> – understanding, abilities, and technical skills in performing current job/duties and related work.	Lacks understanding of duties and knows little about related work.	Understands job mechanics. Routine instructions given. Shows some skills.	Has good knowledge of job and related work. Needs little instruction.	Well informed on the phases of work.	Exceptionally well informed on the phases of work. Shows excellent skills.	
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.	Lax in cost control of unit resources and exceeds in budget.	Satisfactory cost control of unit resources. Output within tolerable budget variance.	Very good cost control of unit resources.	Excellent control of unit resources.	More than controlling unit resources, has actually made suggestions to improve resource utilization	
Work Habits / Job Attitudes 2.1. <u>Initiative</u> – originates action in attaining unit objectives and performing assigned tasks to achieve company goals.	Rarely shows initiative. Requires constant follow-up.	Usually shows initiative but occasionally needs follow up.	Most of the time shows initiative and self reliance.	Consistently shows initiative and self reliance.	Highly self-reliant. Volunteers self, takes initiative to know and learn more.	
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).	Rarely cooperates with everyone. Not willing to do extra work	Usually cooperates with everyone. Renders extra work when asked.	Most of the time cooperates with everyone. Willing to work extra.	Consistently cooperates with everyone. Willing to work extra.	A team player. Others enjoy working with intern. Does more than assigned.	



2.3. <u>Reliability and Dependability</u> – trustworthiness in work and in carrying out instructions. Responsibility in meeting deadlines and schedules.	Needs constant direct supervision.	Needs routine indirect supervision.	Seldom needs direct supervision. Most of the time reliable and dependable.	Consistently reliable and dependable.	Highly reliable, dependable and very trustworthy.	
2.4. <u>Attendance and Punctuality</u> – regularity and punctuality in observing work hours.	Often absent and/or frequently tardy without good/valid excuse.	Attendance and punctuality are satisfactory.	Rarely absent or tardy.	Absent only when absolutely unavoidable. Never late.	Extremely conscientious. Comes to work early, Doesn't mind extending hours	
Personality 3.1. <u>Appearance</u> – outside look and bearing. Physical fitness and pleasantness.	Rarely exudes a pleasing personality.	Often exudes a pleasing personality.	Most of the time exudes a very pleasing personality.	Consistently exudes a very pleasing personality.	Exceptionally well-liked by others	
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.	Rarely meets the requirements for written and/or oral communication. Fails to listen or give feedback.	Usually meets communication requirements of the job. Gives feedback when asked.	Very good level of communication is manifested.	Shows high level of communication.	Communication style maybe vivid and compelling.	
3.3. <u>Disposition and Judgment</u> – maturity in handling situations and able to work with grace under pressure.	Makes frequent errors in judgment.	Often exercises satisfactory judgment in many situations.	Most of the time exercises good judgment and anticipates consequences of actions.	Consistently exhibits good judgment in any situation.	Exhibits exemplary judgment in all situations	
3.4. <u>Interpersonal Relations</u> – ability to establish and maintain positive and productive working relationships.	Rarely meets the interpersonal requirements for their job. Manner or style of relating to others is generally inappropriate.	Usually meets the interpersonal requirements for their job.	Very good level of interpersonal skill and has good working relationships with more people.	Consistently shows high level of interpersonal skills in dealing with others. Has a wide network of good working relationship	Shows exceptionally high level of interpersonal skills in dealing with others. .	

AVERAGE RATING:
(Total Rating / 12)

*The supervisor's grade represents 50% of the students' grade for the internship.



DEVELOPMENTAL PROFILE

1. What are the student's strengths /favorable qualities?
2. What are the areas in which the student's performance and qualities can and should be improved?
3. What development intervention (s) do you recommend for this particular student? What can the school and/or company to help the student improve his/her performance?

SIGNATURE AND DATE SIGNED

Supervisor's Name

SIGNATURE AND DATE SIGNED

Intern's Name