



BM 03/KSDN-DLSG-EV

INTERNSHIP EVALUATION FORM

Student's full name:

Student ID:

Duration of Internship:

Internship Department:

Enterprise:

Reviewer's name:

Reviewer's position:

Scoring scale	
9-10	Excellent Performance
7-8	Good Performance
5-7	Satisfactory Performance
3-4	Low Performance
1-2	Unsatisfactory

Comment Criteria	Point (1 - 10)	Observation
Attitude and work ethic <i>Actively learned, friendly, professional, seriously focused.</i> <i>Strictly abide by the company's regulations</i>		
Professional skills <i>Have a good knowledge and professional skills.</i> <i>Performed effectively and adhere to the department's working process.</i>		
Organizational skills <i>Manage a time, arrange a work effectively.</i> <i>Resolve a situations promptly and flexibly.</i>		
Communication skills <i>Confident, open – minded, courteous, convey information accurately.</i> <i>Understand the requirements of the parties.</i>		
Foreign language skills <i>Listening, speaking, reading, writing fluently.</i> <i>Confidently communicate with foreigners.</i>		
Total score		

Reviewer

....., date month year
 Managing Organization