

**SUPERVISOR EVALUATION OF INTERN**

Student Name: \_\_\_\_\_ Prog. \_\_\_\_\_

Title: \_\_\_\_\_ Company/Organization: \_\_\_\_\_

Work Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Internship Address: \_\_\_\_\_

Dates of Internship: From \_\_\_\_\_ To \_\_\_\_\_

**SUMMER TRAINING APPRAISAL**

Summer Training Appraisal form to be filled by the respective industry guides on the format prescribed by the GGSIP University which is as follows:

<i>Please evaluate your intern by indicating the frequency with which you observed the following behaviors:</i>	<b>Excellent Outstanding</b>	<b>Good</b>	<b>Satisfactory</b>	<b>Unsatisfactory Needs improvement</b>
<i>Parameters</i>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<i>Behaviors</i>				
<i>Performs in a dependable manner</i>				
<i>Cooperates with co-workers and supervisors / Ability to work in a team</i>				
<i>Shows interest in work</i>				
<i>Learns quickly/ Ability to grasp new ideas and knowledge</i>				
<i>Shows initiative / Ability to take initiative</i>				
<i>Produces high quality work / Sense of Responsibility</i>				
<i>Accepts responsibility</i>				
<i>Accepts criticism</i>				
<i>Demonstrates organizational skills /</i>				
<i>Uses technical knowledge and expertise/ Technical knowledge gathered about the industry and the job he/she was involved.</i>				
<i>Shows good judgment</i>				
<i>Demonstrates creativity/originality/ Creativity and ability to innovate with respect to work methods &amp; procedures</i>				
<i>Analyzes problems effectively/ Ability to relate theoretical learning to the practical training</i>				
<i>Is self-reliant / Presentations skills</i>				
<i>Communicates well / Communication Skills: Oral / Written / Listening skills</i>				
<i>Writes effectively/ Documentation skills</i>				
<i>Has a professional attitude/ Acceptability (patience, pleasing manners, the ability to instill trust, etc.)</i>				
<i>Gives a professional appearance /His/her ability and willingness to put in hard work</i>				
<i>Punctuality</i>				
<i>Uses time effectively /Ability to develop a healthy long term relationship with client</i>				

Consider the student's value in term of: (a) Qualification (b) Skills and abilities (c) Activities/ Roles performed				
Overall performance of student intern (circle one):	Excellent Outstanding	Good	Satisfactory	Unsatisfactory Needs improvement

Any other Additional comments, if any: \_\_\_\_\_

Assessor's overall rating

Signature of Industry supervisor \_\_\_\_\_ HR Manager \_\_\_\_\_

Assessor's Name:

Designation:

Organization name and address:

Email id:

Contact No: