****DHA SUFFA UNIVERSITY**

*DG- 78, Off Khayaban-e-Tufail, Phase-VII (Extension), DHA, Karachi-75500*

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**Supervisor Evaluation for Intern**

**Intern's Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Intern's Supervisor** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Department/Office/Organization with complete address and Tel No.:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**This internship started on (date) \_\_\_\_\_\_\_\_\_\_\_and was completed on (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Do you permit the student to receive a copy of this evaluation? Yes 🞎 No 🞎**

Excellent (Always demonstrates this ability/consistently exceeds expectations)

Good (Usually demonstrates this ability/sometimes exceeds expectations)

Average (Sometimes demonstrates this ability/meets expectation)

Poor (Seldom demonstrates this ability/rarely meets expectations)

N/A Not Applicable (Not applicable to this internship experience)

Evaluation of personal qualities of the intern observed during the internship. Select **one** evaluation level for each area by marking an “  ” under the level that represents the intern’s performance

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Excellent** | **Good** | **Average** | **Poor** | **N/A** |
| **Ability to learn** |  |  |  |  |  |
| Observes and/or pays attention to others |  |  |  |  |  |
| Asks pertinent and purposeful questions |  |  |  |  |  |
| Seeks out and utilizes appropriate resources |  |  |  |  |  |
| Accept responsibility for mistakes and learns from experiences |  |  |  |  |  |
| Open to new experiences; takes appropriate risks |  |  |  |  |  |
| **Reading/Writing/Computation Skills** |  |  |  |  |  |
| Reads/comprehends/follows written materials |  |  |  |  |  |
| Communicates ideas and concepts clearly in writing |  |  |  |  |  |
| Works with mathematical procedures appropriate to the job |  |  |  |  |  |
| Attention to accuracy and detail |  |  |  |  |  |
| **Listening & Oral Communication Skills** |  |  |  |  |  |
| Listens to others in an active and attentive manner |  |  |  |  |  |
| Comprehends and follows verbal instructions |  |  |  |  |  |
| Effectively participates in meetings or group settings |  |  |  |  |  |
| Demonstrates effective verbal communication skills |  |  |  |  |  |
| **Creative Thinking & Problem Solving Skills** |  |  |  |  |  |
| Seeks to comprehend and understand the “ big picture” |  |  |  |  |  |
| Breaks down complex tasks/problems into manageable pieces |  |  |  |  |  |
| Brainstorms/develops options and ideas |  |  |  |  |  |
| Respects input and ideas from other sources and people |  |  |  |  |  |
| Demonstrates on analytical capacity |  |  |  |  |  |
| **Interpersonal & Teamwork Skills** |  |  |  |  |  |
| Relates to co-workers effectively |  |  |  |  |  |
| Manages and resolves conflict to a team atmosphere |  |  |  |  |  |
| Supports and contributes to a team atmosphere |  |  |  |  |  |
| Controls emotions in a manner appropriate for work |  |  |  |  |  |
| **Basic Work Habits** |  |  |  |  |  |
| Reports to work as scheduled |  |  |  |  |  |
| Is prompt in showing up to work and meetings |  |  |  |  |  |
| Exhibits a positive and constructive attitude |  |  |  |  |  |
| Dress and appearance are appropriate for this organization |  |  |  |  |  |
| **Character Attributes** |  |  |  |  |  |
| Brings a sense of value and integrity to the job |  |  |  |  |  |
| Seeks to serve others |  |  |  |  |  |
| Refrains from gossip/respects the privacy of others |  |  |  |  |  |
| Behaves in an ethical manner |  |  |  |  |  |
| Respects the diversity (religious/cultural/ethnic) of co-workers |  |  |  |  |  |
|  |  |  |  |  |  |
| **Overall performance of the intern (circle one)** | **Excellent** | **Good** | **Average** | **Poor** |  |
|  |  |  |  |  |  |

COMMENT:

|  |  |  |  |
| --- | --- | --- | --- |
| **Would you supervise this intern again?** | **🞎Yes** | **🞎No** | **🞎Uncertain** |
| **Would your agency host this intern again?** | **🞎Yes** | **🞎No** | **🞎Uncertain** |
| **Would you recommend this student to other organizations?** | **🞎Yes** | **🞎No** | **🞎Uncertain** |
| **Why or why not?** |  |  |  |
|  | | | |
| **Would take other internees from DSU? How many? When?** |  |  |  |

**\_\_\_\_\_ I have \_\_\_\_\_\_ I have not discussed this assessment with the intern.**

**Evaluator’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title/Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Thank you very much for completing this evaluation of your intern. We take your comments very seriously. Please return this evaluation to the email or address listed above.*