



**BIR SUMMER INTERNSHIP PROGRAM
FINAL EVALUATION FORM
(For organization)**

Explanation

1. This is *the final evaluation form* to be completed by the intern's supervisor to assess the intern's performance during the whole period the internship.
 2. This evaluation form consists of 19 questions. Please answer all of them.
 3. Please keep this evaluation form as confidential document. Please do not reveal this to the intern.
 4. Please enclose the evaluation form into the BIR envelope provided, seal and have the intern submit it to the BIR Program once he/she returns to the university.
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Name of the Intern: _____

Name of the Supervisor: _____ Position: _____

Organization Name and Address _____

Please give a brief summary of the internship and intern's responsibilities:

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

TOPICS	5	4	3	2	1
	Excellent	Good	Average	Below Average	Poor
1. Quality of work					
2. Ability to complete tasks					
3. Decision making; judgment; setting priorities					
4. Persistence and perseverance					
5. Reliability and dependability					
6. Enthusiasm					
7. Attention to accuracy and detail					
8. Willingness to ask for and use guidance					
9. Attitude towards work					
10. Ability to work with others					
11. Ability to constructively solve problems or handle stressful situations					

TOPICS	5	4	3	2	1
	Excellent	Good	Average	Below Average	Poor
12.Punctuality					
13.Responsiveness to supervisor’s guidance					
14.Oral and Written skills					
15.Ability to apply academic knowledge					
16.Suitability for assigned work					

17. Strengths of the Intern:

18. Weaknesses of the Intern:

19. Other Comments:

Please comment on the following:

1. Preferred Qualification of an Intern

2. Requirement of Internship (Next Year)

YES
Number of students: _____

NO
Reason: _____

3. Other comments on BIR's internship program

Internship Supervisor's Signature _____

(.....)
Date: _____