



University of Ruhuna
Faculty of Management and Finance
On Site Supervisor Evaluation Form
BBA 42026: Internship



Student Name: _____

Student Registration Number: _____ Specialization Area: Accounting/Entrepreneurship/HRM/Marketing

Host Company/Organization: _____

Mailing Address: _____

Internship Supervisor Name: _____

Supervisor Position/Title: _____

Supervisor Phone Number: _____

Supervisor Email: _____

The purpose of this assessment is to provide the student intern with constructive feedback on his/her internship experience. This evaluation form should be completed by the internship site supervisor or the individual who is most closely responsible for supervising the intern's work assignments. The student's grade is partially based on your evaluation of his/her performance on each of the internship dimensions identified below. Use the evaluation criteria to assess the student's performance on each dimension by specifying a score based on the performance ratings and descriptors delineated in the assessment form. Objective comments regarding the student's performance are also very much appreciated.

| Supervisor Evaluation of Internship – Performance | | | | | |
|---|---|--|--|--|-------|
| Evaluation Dimensions | Performance Rating | | | | Score |
| | Needs Improvement 0 2 | Meets Expectations 4 6 | Excellent 8 10 | | |
| Achievement of Internship Objectives | | | | | |
| | Comments: _____ | | | | |
| Quality of Work | | | | | |
| | Comments: _____ | | | | |
| Ability to Learn | | | | | |
| | Comments: _____ | | | | |
| Initiative and Creativity | | | | | |
| | Comments: _____ | | | | |
| Character Traits | | | | | |
| | Comments: _____ | | | | |
| Dependability | | | | | |
| | Comments: _____ | | | | |
| Attendance and Punctuality | | | | | |
| | Comments: _____ | | | | |
| Organizational Fit | | | | | |
| | Comments: _____ | | | | |
| Response to Supervision | | | | | |
| | Comments: _____ | | | | |

Supervisor Evaluation of Internship – Student’s Skills

| Evaluation Dimensions | Performance Rating | | | Score |
|--------------------------------------|--------------------|----------------|-------------------|-------|
| | Beginning 0 | Competent 1 | Accomplished 2 | |
| Technical Skills | | | | |
| | Comments: | | | |
| Communication Skills | | | | |
| | Comments: | | | |
| Analytical/ Critical Thinking Skills | | | | |
| | Comments: | | | |
| Leadership Abilities | | | | |
| | Comments: | | | |
| Interpersonal and Teamwork Skills | | | | |
| | Comments: | | | |

Overall Performance Evaluation of Student Intern

| Outstanding | Very Good | Satisfactory | Marginal | Unsatisfactory |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Comments: | | | | |
| I have reviewed this evaluation with the student intern. | | | Yes | No |
| | | | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes, the date of review: | | | Date of Review | |
| | | | | |
| Comments: | | | | |
| If a position were available within your company/organization, would you recommend this student for employment? | | | Yes | No |
| | | | <input type="checkbox"/> | <input type="checkbox"/> |
| Comments: | | | | |

Your Evaluation of Internship Program

We would very much appreciate your rating of our internship program and any suggestions that you may have for improving the program:

| Outstanding | Very Good | Satisfactory | Marginal | Unsatisfactory |
|------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Suggestions for improvement: | | | | |

Supervisor Signature -----

Date -----

Thank you very much for participating in our internship program and for taking the time to complete this evaluation. Your appraisal of our student’s performance and your associated comments provide valuable feedback in our efforts at continuous improvement of our degree and internship programs.