**INTERNSHIP ASSESSMENT FORM**

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| --- | --- |
| Name of the intern: |  |
| Name of the organization:  (address, contact information) |  |
| Period of internship:  (dates and working hours) |  |

**Internship performance:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Please assess intern’s performance on a scale of 0-5 (0 – fail;  1 – poor; 2 – satisfactory; 3 – good; 4 – very good;  5 – excellent; R – difficult to rate within the framework of this internship): | **0** | **1** | **2** | **3** | **4** | **5** | **R** |
| Please assess the intern’s overall performance in the tasks assigned to her/him |  |  |  |  |  |  |  |
| Please assess the intern’s practical preparedness (skills) |  |  |  |  |  |  |  |
| Please assess the intern’s theoretical preparedness (knowledge) |  |  |  |  |  |  |  |
| Please evaluate the intern’s initiative |  |  |  |  |  |  |  |
| Please rate the intern’s ability to make substantive suggestions |  |  |  |  |  |  |  |
| Please assess the intern’s reliability and work discipline |  |  |  |  |  |  |  |

Please describe (in your own words) the intern’s performance in her/his duties, based on the following:

* A brief summary of the intern’s duties during the internship.
* Specific tasks performed by the intern and feedback on their execution.
* Assessment of the intern’s teamworking and communication skills, reliability, availability, ability to abide by agreements, ability to cope in a new environment and speed of learning.
* Recommendations for the intern’s future development and studies.
* If desired, please highlight the intern’s strengths and weaknesses.
* Additional comments.

Name of the supervisor and position:

Date, signature: