
EVALUATION FORM
TFVC-CBAA STUDENT INTERNSHIP PROGRAM (SIP)

Place this two-page evaluation form in a **SEALED ENVELOPE**.

Name of Student Trainee: _____

Name of Evaluator: _____

Position: _____

Period Covered by Evaluation:

From: _____

To: _____

Total Number of Days Reported for Work: _____

Total Number of Days Absent: _____

Total Number of Days Late: _____

1. During the period covered by the evaluation, in what department (s) or section (s) was the student trainee assigned?

	Department Section	Inclusive Dates Assigned
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

2. Please list down the general tasks assigned to the student trainee to perform during the period covered by this evaluation.

PERFORMANCE REVIEW AND COMMENTS

1. What outstanding attributes or accomplishments has the student trainee shown during his/her assignment with you?

2. What technical or personal attribute does he/she need to improve on?

TO BE ANSWERED AFTER THE DISCUSSION WITH THE STUDENT-TRAINEE

3. How did the student-trainee react to your discussion with him/her of his/her performance?

4. Has the student-trainee shown any improvement in his/her performance since the time he started? If yes, in what specific areas has he/she improved on? If no, what may be the reason(s) of his/her poor performance?

Using the scale below to rate the student trainee in each item. Encircle the number that corresponds to your rating.

	5 – Excellent	4 – Very Good	3 – Good	2 – Poor	1 – Very Poor
STATEMENTS	5	4	3	2	1
I. WORK ATTITUDE (25%)					
1. Courtesy in dealing with superiors and peers	5	4	3	2	1
2. Patience and diligence in performing assigned tasks	5	4	3	2	1
3. Interest and enthusiasm in performing assigned tasks	5	4	3	2	1
4. Open to constructive criticisms and suggestions	5	4	3	2	1
5. Discreet, capable of observing prudent silence	5	4	3	2	1
Overall Rating: _____					
II. WORK HABITS (25%)					
1. Punctuality in attendance	5	4	3	2	1
2. Regularity in attendance	5	4	3	2	1
3. Neatness or reports submitted	5	4	3	2	1
4. Performance of work within the assigned time	5	4	3	2	1
5. Observes work-hours and breaks periods properly	5	4	3	2	1
Overall Rating: _____					
III. PERSONALITY AND PERSONAL APPEARANCE (25%)					
1. Reports for work always neat and well-groomed	5	4	3	2	1
2. Reports for work properly attired	5	4	3	2	1
3. Shows poise and self-confidence	5	4	3	2	1
4. Shows strength and stability under pressure	5	4	3	2	1
5. Shows emotional maturity	5	4	3	2	1
Overall Rating: _____					
IV. PROFESSIONAL COMPETENCE (25%)					
1. Readily understands instructions	5	4	3	2	1
2. Usually comes up with sound suggestions to problems	5	4	3	2	1
3. Operates and takes good care of office machines and equipment	5	4	3	2	1
4. Completes all tasks on time and within the prescribed company's standards	5	4	3	2	1
5. Possesses comprehensive knowledge of almost all phases of work assigned	5	4	3	2	1
Overall Rating: _____					
OVERALL RATING: _____					