

**Hong Kong Baptist University
School of Business**

Intern Performance Evaluation Form

(To be completed by supervisor)

Important note: Please return the completed form with a report on your internship experience and photos to BBA Programme Office via [HKBU Moodle](#): HKBU Moodle>BBA Graduation Requirement-Experiential Learning Activities>Submission of Reports and Photos, one month upon completion of the internship. Thank you!

Full name of the student: _____

Name of Internship Programme: _____

Internship organization: _____ **Internship position:** _____

Internship period: From _____ to _____

Total number of working hours during the above period: _____

Part A: Assessment of Student (Please put ✓ in the appropriate boxes)

i. Personal Work Attitude, Attributes and Behavior

	Excellent	Good	Average	Below Average	Poor	Not Applicable
Punctuality						
Sense of responsibility, dedication, and commitment						
Positive and professional working attitude						
Cooperation and ability to work as a team player						
Eagerness to learn						
Ability to manage workload orderly and in a responsible manner						
Receptiveness to feedback and criticisms						
Ability to work independently						
Proactiveness and initiative at work						
Ability to work under pressure						

ii. Core Competencies

	Excellent	Good	Average	Below Average	Poor	Not Applicable
Job knowledge and skills relevant to the job						
Problem solving skills						
Interpersonal skills						
Communication and presentation skills						
Creativity						
Conceptual skills and analytical thinking						
Planning and organizing ability						

iii. Service Quality

	Excellent	Good	Average	Below Average	Poor	Not Applicable
Complete all tasks/ assignments on time						
Meets performance targets/ performance pledges						
Provides consistently thorough and accurate work						

Iv: Overall Rating

	Excellent	Good	Average	Below Average	Poor
Overall rating on personal work attitude, attributes and behavior, core competence, and service quality					

