

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 Student: _____(English) _____(Chinese)

Internship Organization: _____

Internship Position: _____

Internship Scheme: _____

Internship Duration: from _____ to _____ Total work hours: _____

Part A: Assessment of Student (Please put a ✓ in the appropriate box)						
	Excellent	Good	Average	Fair	Poor	N / A
Attendance						
Punctuality						
Initiative						
Effort & Commitment						
Interpersonal Skill						
Communication Skill						
Problem Solving Skill						
Language Proficiency						
Sense of Ethics and Social Responsibility						
Quality of Work						
Overall Performance						

Part B: Other comments on the intern:

Name of Supervisor: _____ Position Held: _____

Contact Number: _____ Email Address: _____

Signature: _____ Date: _____

----- ☺ Thank You for Your Cooperation! ☺ -----