

# Student's Performance Assessment

For Mr./Ms. \_\_\_\_\_

Please evaluate intern's performance based on the following scale:

|                            |                            |                            |                            |                            |
|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| Could work harder on this  |                            | Satisfied with performance |                            | Strong                     |
| 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |

| Indicate with an X            |                               |                               |                               |                               | Evaluation Criteria   |
|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|---|
| 1<br><input type="checkbox"/> | 2<br><input type="checkbox"/> | 3<br><input type="checkbox"/> | 4<br><input type="checkbox"/> | 5<br><input type="checkbox"/> | <b>PREPARATION:</b><br>❖ Arrived at internship knowledgeable and prepared to assume assigned tasks.<br>❖ Immediately productive.  |
| 1<br><input type="checkbox"/> | 2<br><input type="checkbox"/> | 3<br><input type="checkbox"/> | 4<br><input type="checkbox"/> | 5<br><input type="checkbox"/> |   |
| 1<br><input type="checkbox"/> | 2<br><input type="checkbox"/> | 3<br><input type="checkbox"/> | 4<br><input type="checkbox"/> | 5<br><input type="checkbox"/> | <b>PRODUCTIVITY:</b><br>❖ Able to meet deadlines.<br>❖ Work produced in terms of quality.<br>❖ Work produced in terms of quantity.  |
| 1<br><input type="checkbox"/> | 2<br><input type="checkbox"/> | 3<br><input type="checkbox"/> | 4<br><input type="checkbox"/> | 5<br><input type="checkbox"/> |   |
| 1<br><input type="checkbox"/> | 2<br><input type="checkbox"/> | 3<br><input type="checkbox"/> | 4<br><input type="checkbox"/> | 5<br><input type="checkbox"/> | <b>INITIATIVE, AMBITION &amp; ASSERTIVENESS:</b><br>❖ Self-motivated.<br>❖ Approaches assignments as challenging and does more than required.<br>❖ Asks questions to enhance knowledge.<br>❖ Asks for new challenges.                           |
| 1<br><input type="checkbox"/> | 2<br><input type="checkbox"/> | 3<br><input type="checkbox"/> | 4<br><input type="checkbox"/> | 5<br><input type="checkbox"/> |   |
| 1<br><input type="checkbox"/> | 2<br><input type="checkbox"/> | 3<br><input type="checkbox"/> | 4<br><input type="checkbox"/> | 5<br><input type="checkbox"/> |   |
| 1<br><input type="checkbox"/> | 2<br><input type="checkbox"/> | 3<br><input type="checkbox"/> | 4<br><input type="checkbox"/> | 5<br><input type="checkbox"/> |   |
| 1<br><input type="checkbox"/> | 2<br><input type="checkbox"/> | 3<br><input type="checkbox"/> | 4<br><input type="checkbox"/> | 5<br><input type="checkbox"/> | <b>JUDGMENT:</b><br>❖ Considers all facts and circumstances.<br>❖ Determines order of importance and reaches logical decisions.   |
| 1<br><input type="checkbox"/> | 2<br><input type="checkbox"/> | 3<br><input type="checkbox"/> | 4<br><input type="checkbox"/> | 5<br><input type="checkbox"/> |   |
| 1<br><input type="checkbox"/> | 2<br><input type="checkbox"/> | 3<br><input type="checkbox"/> | 4<br><input type="checkbox"/> | 5<br><input type="checkbox"/> | <b>STABILITY &amp; ADAPTABILITY:</b><br>❖ Learns quickly.<br>❖ Accepts constructive criticism.<br>❖ Controls behavior and emotion detrimental to job performance.<br>❖ Works well under pressure and adapts to change.                          |
| 1<br><input type="checkbox"/> | 2<br><input type="checkbox"/> | 3<br><input type="checkbox"/> | 4<br><input type="checkbox"/> | 5<br><input type="checkbox"/> |   |
| 1<br><input type="checkbox"/> | 2<br><input type="checkbox"/> | 3<br><input type="checkbox"/> | 4<br><input type="checkbox"/> | 5<br><input type="checkbox"/> |   |
| 1<br><input type="checkbox"/> | 2<br><input type="checkbox"/> | 3<br><input type="checkbox"/> | 4<br><input type="checkbox"/> | 5<br><input type="checkbox"/> |   |
| 1<br><input type="checkbox"/> | 2<br><input type="checkbox"/> | 3<br><input type="checkbox"/> | 4<br><input type="checkbox"/> | 5<br><input type="checkbox"/> | <b>ATTITUDE &amp; COOPERATION:</b><br>❖ Works with enthusiasm and harmony with others.<br>❖ Liked and respected by co-workers, adapts to persons of varying personality types.<br>❖ Carries share of workload and recognizes need for teamwork. |
| 1<br><input type="checkbox"/> | 2<br><input type="checkbox"/> | 3<br><input type="checkbox"/> | 4<br><input type="checkbox"/> | 5<br><input type="checkbox"/> |   |
| 1<br><input type="checkbox"/> | 2<br><input type="checkbox"/> | 3<br><input type="checkbox"/> | 4<br><input type="checkbox"/> | 5<br><input type="checkbox"/> |   |
| 1<br><input type="checkbox"/> | 2<br><input type="checkbox"/> | 3<br><input type="checkbox"/> | 4<br><input type="checkbox"/> | 5<br><input type="checkbox"/> | <b>DEPENDABILITY:</b><br>❖ Conforms to work schedules.<br>❖ No excessive tardiness or absenteeism.<br>❖ Follows through on assignments for completion in a timely manner.   |
| 1<br><input type="checkbox"/> | 2<br><input type="checkbox"/> | 3<br><input type="checkbox"/> | 4<br><input type="checkbox"/> | 5<br><input type="checkbox"/> |   |
| 1<br><input type="checkbox"/> | 2<br><input type="checkbox"/> | 3<br><input type="checkbox"/> | 4<br><input type="checkbox"/> | 5<br><input type="checkbox"/> |   |



The Internship Certificate and the Performance Assessment are meant to reflect the employer's evaluation of the student's overall performance during the internship, give feedback on the student's abilities and suggest areas for improvement. Employers are invited to complete and sign the form and send it to the Programme Coordination Team via email directly to [master-georisk@ehs.unu.edu](mailto:master-georisk@ehs.unu.edu).

| 1                        | 2                        | 3                        | 4                        | 5                        | COMMUNICATION:   |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ❖ Expresses ideas and presents information clearly and concisely verbally.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ❖ Expresses ideas and presents information clearly and concisely in writing. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ❖ Keep co-workers and supervisors well informed.                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ❖ Good listener.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ❖ Takes and follows instructions.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | OVERALL STUDENT RATING   |

Would you be interested in having another intern work with you from the same programme in the future? Yes  No

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Supervisor \_\_\_\_\_