**![Z:\Admin & Faculty Directory, Forms, Logo\Career Services Office logo [Converted].jpg]()**

**INTERN ASSESSMENT FORM
(To be filled up by Internship Organization)**

ULAB ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Intern: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Host organization Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Using the following scale please assess the intern on the criteria listed below:

KEY: 5 = Excellent 4 = Very Good 3 = Good 2 = Satisfactory 1 = Not Satisfactory

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Performance Criteria | 5 | 4 | 3 | 2 | 1 | Unable to Assess |
| Time Management |   |   |   |   |   |   |
| Communication Skills |   |   |   |   |   |   |
| Ability to Work in Team |   |   |   |   |   |   |
| Ability to Work Independently |   |   |   |   |   |   |
| Leadership Skills |   |   |   |   |   |   |
| Self Motivation |   |   |   |   |   |   |
| Commitment to the Task Assigned |   |   |   |   |   |   |
| Creativity |   |   |   |   |   |   |

Comments on where the intern can improve:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of Supervisor & Date:

**Please send the completed form in a sealed envelope to:**

 Career Services Office, University of Liberal Arts Bangladesh

House # 56, Road # 4/A, Dhanmondi, Dhaka – 1209, Bangladesh Tel: 9665686, 9661255, 01711298916