

# Student Internship Evaluation Form

To be filled in by the Mentor / Supervisor

## GENERAL INFORMATION

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

Mentor / Supervisor Name: \_\_\_\_\_

Designation and Department: \_\_\_\_\_ Email: \_\_\_\_\_

Student Name: \_\_\_\_\_

ERP # as per the IBA Records: \_\_\_\_\_ Academic Program: \_\_\_\_\_

Internship Commencement Date: \_\_\_\_\_ Internship End Date: \_\_\_\_\_

## EVALUATION PARAMETERS

Supervisors are requested to assess the student candidly on the following attributes (*specifications are mentioned below each*):

Attributes	Grading Scale				
	Excellent	Good	Satisfactory	Poor	Not Assessed
<b>Punctuality &amp; Regularity</b> On time arrival at workplace consistently. Working without delays.					
<b>Interpersonal skills</b> Ability to interact and communicate with others including both the verbal and nonverbal aspects.					
<b>Team Work</b> Collaborative skills while working in a team setting. Ability to manage team building process.					
<b>Business Knowledge</b> Understand the application and limitations of business models and operations. Ability to understand the professional integrity and competencies of their respective fields/academic programs.					
<b>Analytical, Critical Thinking and Problem Solving Ability</b> Critically reflect on the use of theory to understand practices and processes. Evaluation of complex and systematic situations to generate alternate solutions. Analyse problems and apply appropriate problem solving approaches. Ability to take initiatives.					
<b>Global Approach</b> Ability to understand and enhance the awareness of global business management. Awareness of local business practices. Ability to differentiate between local and global business practices in cultural contexts/cultural sensitivity.					
<b>Ethics &amp; Professionalism</b> Understand ethical responsibility towards society. Able to understand the principles of fairness while dealing with all stakeholders.					

Attributes	Grading Scale				
	Excellent	Good	Satisfactory	Poor	Not Assessed
<b>Presentation of work/assignments</b> Presents oral & written work in a logical and structured manner. Coherent and clear delivery, time management and logical flow of ideas in verbal communication. Interpret data to appraise evidence and evaluate arguments. Exhibit clear and precise use of language, structured arguments and appropriate referencing of sources.					
<b>ICT Skills</b> Using technology effectively. Effective use of presentation tools and IT equipment.					
<b>Productivity</b> Effectiveness of efforts. Output brings out by the student during the internship period.					

### BRIEF DESCRIPTION OF WORK ASSIGNED

---



---



---

### OTHER COMMENTS AND SUGGESTIONS

---



---



---

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### ACKNOWLEDGEMENT FROM HR DEPARTMENT

This is to certify that Mr. / Ms. \_\_\_\_\_

has completed \_\_\_\_\_ weeks internship at our organization from \_\_\_\_\_ to \_\_\_\_\_

Name of HR Person: \_\_\_\_\_

Designation \_\_\_\_\_

Signature and Stamp: \_\_\_\_\_

Date: \_\_\_\_\_

On behalf of the IBA, we would like to thank you for providing our students a chance to learn about practical aspects of professional life. Feel free to reach out us in case you have further such opportunities.

Career Development Center  
Institute of Business Administration  
Room no. 212, 2nd Floor, Fauji Foundation Building, IBA Main Campus,  
Karachi University, University Road, Karachi – 75270  
Phone # +9221-38104700 Ext: 1176/1177/1179/1183  
Email: [cdc@iba.edu.pk](mailto:cdc@iba.edu.pk)  
Job portal: <https://jobportal.iba.edu.pk>  
Website: <https://cdc.iba.edu.pk/>