



UNIVERSITY OF BALAMAND
Faculty of Business and Management

Industry Partner Final Evaluation Form
Faculty of Business and Management
UNIVERSITY OF BALAMAND

This assessment should be completed by the student's immediate supervisor and then discussed with the student at the end of the work period.

Company Name	Student's Supervisor Name
Address	Title of Position
	Supervisor's Phone Number

Students Name	
Beginning of Internship	Completion of Internship

Note to Student's Supervisor:

The business internship carried out by a student is the equivalent of one credit in his studies program. Your appraisal of his performance will be used in grading this course. Please assess the student performance objectively using the scale provided. Thank you for your feedback. Appraisal of the intern's attitudes or skills is rated on a scale of 1 to 5 with the following meaning:

5	Excellent	The intern's performance is well above any expectation and is rarely encountered.
4	Very Good	The intern's performance is above expectation
3	Good	The intern met with the company's expectations
2	Fair	The intern met some of the company's expectations and tried to improve his performance throughout the internship
1	Poor	The intern failed to meet the company's expectations
NR	No basis to rate	The work performed by the student did not enable the supervisor to evaluate him on this factor

Motivation/ Initiative	5	4	3	2	1	NR
Concerned with the internship goals						
Shows willingness to learn about the company and its industry						
Displays energy and enthusiasm						
Takes the actions necessary within the limits of his authorization						

Ability to Learn	5	4	3	2	1	NR
Understands the necessary knowledge to perform his work						
Follows the instructions given						
Respects the boundaries of his work						
Performs work willingly						
Accepts comments on his work with openness						

Attendance / Punctuality	5	4	3	2	1	NR
Attends regularly						
Follows tasks through to completion						
Meets deadlines						

Cooperation and team spirit	5	4	3	2	1	NR
Establishes good work relations						
Is available and open						
Respects opinion of others						

Communication Skills	5	4	3	2	1	NR
Conveys his ideas clearly						
Listens and grasps the components of a discourse						
Delivers well-presented documents, structured, precise and complete						

Professionalism	5	4	3	2	1	NR
Respects confidentiality						
Adopts behavior appropriate to circumstances						
Takes responsibility for his actions						
Dresses appropriately for work setting						
Delivers quality work						

Supervisor's comments and recommendations:

Supervisor's Signature



Company Stamp

Student's Signature

Date: _____

Date: _____