

INTERNSHIP ASSESSMENT

Name of intern:						
Home institution:						
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A. General						
1. Applicability of knowledge to the needs of the organization						
2. Professionalism: demonstrated interest in matters related to the field						
3. Willingness to ask for and use guidance						
4. Enthusiasm for the overall experience						
5. Attendance						
6. Punctuality						
B. Attitude towards work						
1. Self-employment						
2. Initiative						
3. Responsibility						
4. Involvement						
5. Speed of work – work productivity						
6. Planning – ability to reach time limits						
7. Efficiency – overall of work productivity						
8. Result-oriented						
9. Attention of to accuracy and detail						
C. Social skills						
1. Attitude towards coworkers and staff						
2. Teamwork						
3. Contact with external people						
4. Adaptation to organisational rules						
5. Capacity to integrate with organisation and foreign cultures						
D. Personal qualities						
1. Flexibility						
2. Creativity						
3. Criticism towards own work						
4. Willingness to revise own work or attitude						
5. Persuasiveness						
6. Handling work pressure						
7. Other:						
CHALLENGES for PERSONAL DEVELOPMENT:						
Signature of intern:				Signature of mentor:		
Date:				Full name:		
				Position:		