**THE UNIVERSITY Of HONG KONG**

**(SCHOOL OF BIOLOGICAL SCIENCES)**

**Evaluation on Intern Students**

Dear Employer/Supervisor,

Please complete an assessment for each of the internship student and return it **by MAIL to School of Biological Sciences, The University of Hong Kong, Hong Kong or by EMAIL via** **ppchan@hku.hk****. If you will pass this form via the student to our School, please put it in a sealed envelope.** Thank you.

(School of Biological Sciences)

**Name of Company/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Internship Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (Total no. of working hours:\_\_\_\_\_\_\_)

***Employer’s/Supervisor’s Assessment***

1. Please describe briefly the nature of the work undertaken by the student during the internship:

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2. Please assess the performance of the intern student by checking the most appropriate box for each item listed.

Knowledge of discipline 🗌 Very good 🗌 Good 🗌 Fair 🗌 Poor

Work effectiveness 🗌 Very good 🗌 Good 🗌 Fair 🗌 Poor

Attitude 🗌 Very good 🗌 Good 🗌 Fair 🗌 Poor

Communication skills 🗌 Very good 🗌 Good 🗌 Fair 🗌 Poor

Reliability 🗌 Very good 🗌 Good 🗌 Fair 🗌 Poor

Motivation 🗌 Very good 🗌 Good 🗌 Fair 🗌 Poor

Team worker 🗌 Very good 🗌 Good 🗌 Fair 🗌 Poor

Willingness to learn 🗌 Very good 🗌 Good 🗌 Fair 🗌 Poor

3. Please circle the grade you would give the student for his/her overall performance during the internship.

 A+ A A- B+ B B- C+ C C- F

4. Suggestions for the student:

Name of Assessor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position in Company/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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