

EMPLOYER INTERNSHIP EVALUATION FORM FOR PE4402 RESEARCH INTERNSHIP PROJECT

Dear Partner,

Thank you for extending the research internship opportunity to our student. By doing so, you have given them an opportunity to enhance their educational experience and career development.

We value your feedback and assessment of our students to help us improve and coach them. Please take a few minutes to complete this **evaluation form**.

Other than the evaluation feedback, the student would benefit from a **short recommendation letter** from you based on their performance during their internship.

Please attach a pdf copy of the recommendation letter to the completed evaluation form, and email both to Ms Tay Chia Lee askPPE@nus.edu.sg (Tel: +65 6516 3896).

Thank you very much for your time.

BASIC INFORMATION

Name of Student:	Employer Name:
Academic Supervisor Name:	Workplace Supervisor Name:
Academic Supervisor Email/Phone:	Workplace Supervisor Title:
Internship Duration:	Workplace Supervisor Email/Phone:

EVALUATION

Rate the intern on the below attributes; Explanation: 5 = excellent; 4 = exceeds requirement; 3 = meets requirements; 2 = needs improvement; 1 = unsatisfactory; it's ok to use a decimal point, e.g., "4.5"; you may also put "NA" if not applicable.

	5	4	3	2	1
Adaptability: The ability to think on the feet and adjust to unpredictable or changing circumstance.					
Curiosity: A desire to seek new experiences to learn and grow; willingness to embrace the novel and uncertain.					
Empathy: The ability to understand and share the feelings of another.					
Insight: Clarity of one's thoughts, including about one's feelings and behaviors.					
Proactivity: A disposition towards effecting change in by showing initiative, taking action, and persevering.					
Resilience: The ability to recover or bounce back from adversities or stress.					
Independence: The ability to work independently, or with minimal supervision					

Ability to work in a team					
Attitude towards work					
Skills & competency to perform tasks					
Performance/productivity					
Overall assessment					

If any of the score is 2 or below, please elaborate how the student can improve in these areas:

The two areas that you were most pleased with the intern's performance were:

What other areas can the intern improve on?

Please provide us any additional compliments/ feedback on the intern:

DISCLOSURE AND SIGNATURE

You may agree to have the academic supervisor share the above feedback with the student intern. Alternatively, the supervisor can also provide the gist of your feedback to the student without revealing the contents. Select/cancel as applicable:

Please share the above feedback with the student intern / provide the gist of my feedback to the student without revealing its contents verbatim.

Supervisor's Signature: