

Tainan University of Technology

Department of Applied English

Overseas Internship Evaluation Form

(Academic year _____)

Intern's Name : _____ Student No. : _____

Dept. and Class : _____

Name of Institution : _____

Internship Period : from _____ (yr) _____ (mo) _____ (day)

to _____ (yr) _____ (mo) _____ (day)

※ The highest score of each item is 10, the maximum scores in total are 100.

No.	Items	Scores	Remarks
1	Demonstrate ability to learn new skills (10%)		
2	Self-motivated and willing to take on tasks (10%)		
3	Ability to plan and accomplish tasks effectively (10%)		
4	Exhibit professional ability and attitude (10%)		
5	Interpersonal skills and work cooperatively with others (10%)		
6	Demonstrate reliability and work ethics (10%)		
7	Ability to create and communicate possible solutions to problems (10%)		
8	Ability to accommodate changes and cope in stressful situations (10%)		
9	Report to work as scheduled and on-time (10%)		
10	Appropriate behaviors and Appearance (10%)		
Total Scores			

Overall Assessment and suggestion for the intern's improvement					
Leave-taking Records (Please ensure to fill out this part)	Leave Types	Personal leave	Sick leave	Absence w/o official leave	Others
	Days(hours)				
Signature	HR Supervisor:		Intern's Supervisor		