

Student Internship Programme Performance Appraisal Form

Your honest appraisal will help to assess how well the intern has performed on the job, his/her knowledge, skills, attitude and other attributes displayed during the SIP period.

PARTICULARS

Name of Company	
Name of Company Supervisor/ Appraiser	
Name of Intern	
Intern's Course of Study	
Name of Liaison Officer	

APPRAISAL CRITERIA

Appraise the intern with a rating (1 to 5) as classified in the rating scale below. Please click on the drop down menu to select the rating.

Rating	Rating Scale
5	Far exceeds requirements / expectations
4	Exceeds requirements / expectations most of the time
3	Generally meets requirements / expectations
2	Occasionally meets requirements / expectations
1	Fails to meet requirements / expectations most of the time

Note: Ratings for the 12 criteria from the Appraisal Criteria section are added up to equate total marks. To qualify for Pass with Commendation, the intern must obtain at least **48 marks** out of a total of 60 marks. To pass the performance appraisal, the intern must obtain at least **30 marks** out of 60 marks.

WORK OUTPUT

Quality of Work

Acceptability of work produced, accuracy, thoroughness, neatness, frequency and degree of checking required.

Quantity of Work

Amount or volume of acceptable work produced under normal conditions, during normal working hours.

Timeliness of Work

Amount or volume of work completed in accordance with schedule, target dates set and met.

Organisation of Work

Ability to plan work properly and adopt a proper approach to carry out assigned tasks; ability to organise work tools, equipment and workplace.

JOB-RELATED KNOWLEDGE	
Working Knowledge of the Job	Theoretical knowledge and practical know-how necessary to carry out the assignments effectively.
SKILLS	
Technical Skills	Demonstration of practical skills and application of specialised techniques necessary to carry out the assignment effectively.
Human Relations	Level of co-operation with supervisor(s) and others.
Communication Skills	Ability to communicate well (both oral and written) with others.
ATTITUDE & OTHER ATTRIBUTES	
General Conduct & Attitude towards Assignments	
Punctuality & Attendance	
Dependability	
Initiative & Responsibility	
TOTAL	
OVERALL	
	What is your overall assessment of the intern's performance?
	How does the intern rate in terms of good service awareness and behaviour?
List the intern's strengths in terms of job-related skills, knowledge, attitude and/or other attributes.	
List areas that the intern requires improvement in terms of job-related skills, knowledge, attitude and/or other attributes.	
Other comments:	