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**INTERN ASSESSMENT FORM   
(To be filled up by Internship Organization)**

ULAB ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Intern: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Host organization Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Using the following scale please assess the intern on the criteria listed below:

KEY: 5 = Excellent 4 = Very Good 3 = Good 2 = Satisfactory 1 = Not Satisfactory

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Performance Criteria | 5 | 4 | 3 | 2 | 1 | Unable to Assess |
| Time Management |  |  |  |  |  |  |
| Communication Skills |  |  |  |  |  |  |
| Ability to Work in Team |  |  |  |  |  |  |
| Ability to Work Independently |  |  |  |  |  |  |
| Leadership Skills |  |  |  |  |  |  |
| Self Motivation |  |  |  |  |  |  |
| Commitment to the Task Assigned |  |  |  |  |  |  |
| Creativity |  |  |  |  |  |  |

Comments on where the intern can improve:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Supervisor & Date:

**Please send the completed form in a sealed envelope to:**

Career Services Office, University of Liberal Arts Bangladesh

House # 56, Road # 4/A, Dhanmondi, Dhaka – 1209, Bangladesh Tel: 9665686, 9661255, 01711298916