



Internship Feedback Form

Student's Name:
Internship Title:
Semester:
Type of Internship: Paid / Unpaid
Amount of the Stipend:
Career Advisor/Mentor:
Supervisor Name:
Faculty Name:
Employer Company/Organisation's Name:
E-Mail id:
Contact Number:

(Please Rate the Performance parameters on a scale of 1-5 and provide comments/remarks if any)

Sl. No.	Key Review Areas	Rating
1.	Academic Knowledge: (Intern has sufficient academic knowledge to contribute to the organization. Understands concepts and apply knowledge on the job) Comments:.....	
2.	Technical Skills: (Intern has technical skills appropriate to the level in school and job requirements) Comments:.....	
3.	Planning and Organization: (Intern sets realistic goals. Organize and prioritizes assigned tasks. Able to manage multiple assignments.) Comments:.....	
4.	Quality of Work: (Intern completes tasks accurately and thoroughly. Work reflects neatness, attention to detail, and compliance to company standards.) Comments:.....	
5.	Initiative: (Intern consistently demonstrates a proactive nature. Takes appropriate action without constant direction, motivates self and knows when to seek prior approval.) Comments:.....	
6.	Communication: (Intern expresses verbal and written ideas effectively. Interacts well with others and resolves conflicts.) Comments:.....	
7.	Professionalism: (Intern exhibits self-confidence and maturity. Projects a professional appearance. Displays a willingness to learn. Accepts suggestions and constructive feedback.)	



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	Comments:	
8.	Accountability: (Intern is punctual in attending work, meetings and appointments. Is reliable and follows through in an appropriate and dependable manner.) Comments:	
9.	Overall Rating: Please provide an overall rating of your intern.	

Other Information:

Intern excels at (Name of the Key Review Area):

Intern needs to work on (Name of the Key Review Area):

Additional Comments:

.....

What do you think the intern could have done differently to make the internship experience even more meaningful?

Answer:

Will this student be hired as permanent employee? Yes / No

If yes, Please provide the job title:

Annual Salary:

Will this student be continuing on as an intern in your organization? Yes / No

Would you like to be contacted regarding additional student interns? Yes / No

Which semesters are you interested in posting an internship with us in the future? Summer / Winter

Scheme of Rating Scale:

Level Rating Scale	Descriptors	Descriptions
5	Exception	Intern consistently exceeded the performance standards
4	Exceed Expectations	Intern met and often exceeded the performance standards
3	Meets Expectations	Intern consistently met the performance standards
2	Improvement Needed	Intern met but often fell short of performance standards
1	Unacceptable	Intern needs significant improvement



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