|  |  |
| --- | --- |
| 27 Jun – 19 Aug 2022 | **BUSINESS DIGITALISATION TRACK** **COMPANY INTERNSHIP EVALUATION**[x]  8-WEEK INTERNSHIP [ ] 12-WEEK INTERNSHIP  |

**Period of Internship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| Name of Company |  |
| Name of Student |  |
| Company Supervisor (Name / Designation) |  |
| Assessor (Name / Designation) |  |
| Workplace Mentor (Name / Designation) |  |

|  |
| --- |
| **Instruction for Evaluation**Please rate by indicating a tick “√ “ that best describes the performance displayed by the intern. |

**Q1. Applies domain knowledge and skills in area of work**

|  |  |  |
| --- | --- | --- |
|  | Rating | Please indicate √ accordingly |
| Struggles to apply domain knowledge and skills in their work | 1 |[ ]
|

|  |
| --- |
| Applies domain knowledge and skills with close supervision  |

 | 2 |[ ]
|

|  |
| --- |
| Applies domain knowledge and skills with some supervision  |

 | 3 |[ ]
|

|  |
| --- |
| Applies domain knowledge and skills with minimal supervision  |

 | 4 |[ ]
| Demonstrates proficiency in domain knowledge and skills that value-adds to their work | 5 |[ ]

**Q2. Applies problem solving, analytical and critical thinking skills in area of work**

|  |  |  |
| --- | --- | --- |
|  | Rating | Please indicate √ accordingly |
| Struggles to apply problem solving, analytical and critical thinking skills in their work | 1 |[ ]
| Applies problem solving, analytical and critical thinking skills with much guidance | 2 |[ ]
| Applies problem solving, analytical and critical thinking skills with some guidance | 3 |[ ]
| Applies problem solving, analytical and critical thinking skills independently | 4 |[ ]
| Applies problem solving, analytical and critical thinking skills to improve work processes or outcomes | 5 |[ ]

**Q3. Learns how to perform the work requirements and responds well to feedback**

|  |  |  |
| --- | --- | --- |
|  | Rating | Please indicate √ accordingly |
| Unable to learn required skills, technology or standard operating procedures (SOP) | 1 |[ ]
| Struggles to learn required skills, technology or SOP, does not respond to feedback | 2 |[ ]
| Learns required skills, technology or SOP, accepts feedback | 3 |[ ]
| Learns additional skills or technology and applies to their workrequirements, makes use of feedback to improve | 4 |[ ]
| Fast learner, able to guide others in the learnt skills and/or actively suggest better ways of working to achieve the same objectives | 5 |[ ]

**Q4. Adapts to the workplace**

|  |  |  |
| --- | --- | --- |
|  | Rating | Please indicate √ accordingly |
| Unable to adapt to the workplace culture and practices, gives up quickly when faced with setbacks | 1 |[ ]
| Attempts to adapt to the workplace culture and practices | 2 |[ ]
| Adapts to workplace culture and practices | 3 |[ ]
| Adapts well to workplace culture and practices, and demonstrates flexibility in their work | 4 |[ ]
| Responds well to non-routine situations with resilience | 5 |[ ]

**Q5. Demonstrates responsibility in their work**

|  |  |  |
| --- | --- | --- |
|  | Rating | Please indicate √ accordingly |
| Unwilling to take responsibility for their work | 1 |[ ]
| Takes responsibility for their work with constant reminders | 2 |[ ]
| Takes responsibility for their work with occasional reminders | 3 |[ ]
| Takes responsibility and follows through in the areas of their work independently | 4 |[ ]
| Sees tasks through to completion in an effective and efficient manner | 5 |[ ]

**Q6. Demonstrates professionalism (punctuality, code of conduct, ethical behavior) at the workplace**

|  |  |  |
| --- | --- | --- |
|  | Rating | Please indicate √ accordingly |
| Does not demonstrate professional behaviour despite constant reminders  | 1 |[ ]
| Demonstrates some aspects of professional behaviour with frequentreminders | 2 |[ ]
| Demonstrates professional behaviour with occasional reminders | 3 |[ ]
| Demonstrates professional behaviour independently | 4 |[ ]
| Demonstrates a high standard of professional behaviour in all aspects of work | 5 |[ ]

**Q7. Communicates clearly and effectively (written, visual, verbal, non-verbal) with different stakeholders**

|  |  |  |
| --- | --- | --- |
|  | Rating | Please indicate √ accordingly |
| Struggles to communicate effectively to achieve work objectives | 1 |[ ]
| Communication is sometimes clear but requires clarification | 2 |[ ]
| Communication is generally clear with occasional clarification required | 3 |[ ]
| Communicates clearly and in an appropriate manner with differentstakeholders | 4 |[ ]
| Communicates effectively and gives due consideration to different points of view or perspectives | 5 |[ ]

**Q8. Works with team and stakeholders to accomplish projects**

|  |  |  |
| --- | --- | --- |
|  | Rating | Please indicate √ accordingly |
| Does not work well with team members | 1 |[ ]
| Works with team members with much guidance | 2 |[ ]
| Able to contribute to the team with some guidance | 3 |[ ]
| Proactively contributes to the team | 4 |[ ]
| Value-adds to the team effectiveness | 5 |[ ]

**Q9. Interacts with co-workers/stakeholders from diverse backgrounds(age, race, culture and beliefs)**

|  |  |  |
| --- | --- | --- |
|  | Rating | Please indicate √ accordingly |
| Generally avoids interacting with people from diverse backgrounds | 1 |[ ]
| Lacks confidence and is uncomfortable interacting with people from diverse backgrounds | 2 |[ ]
| Makes effort to interact with people from diverse backgrounds | 3 |[ ]
| Is comfortable interacting with people from diverse backgrounds | 4 |[ ]
| Able to make meaningful connections with people from diversebackgrounds | 5 |[ ]

**Q10. Applies digital tools and technologies in project**

|  |  |  |
| --- | --- | --- |
|  | Rating | Please indicate √ accordingly |
| Struggles to apply digital tools and technologies in project | 1 |[ ]
|

|  |
| --- |
| Demonstrates minimal competency in applying digital tools and technologies in project |

 | 2 |[ ]
|

|  |
| --- |
| Demonstrates competency in applying digital tools and technologies in project |

 | 3 |[ ]
|

|  |
| --- |
| Demonstrates strong competency in applying digital tools and technologies that value-add to project |

 | 4 |[ ]
| Demonstrates mastery in applying digital tools and technologies that value-add significantly to project | 5 |[ ]

**Total Score (out of 50 based on Rating)**

***Please indicate in the box below whether Workplace Mentor has conducted career conversation(s) with the student intern.***

|  |  |
| --- | --- |
| Choose an item. | Workplace Mentor has conducted career conversation(s), including career opportunities and career development with the student intern. |

# *If “No”, please indicate when the Workplace Mentor intends to conduct the career conversation(s).*

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

**Overall Performance of Intern – Comments**

|  |
| --- |
|  |

**I have discussed the above assessment with the intern.**

|  |
| --- |
| **Company Supervisor** |
| Name:  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Designation:  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Company Stamp: This document is incomplete without a company stamp (omit if there is no company stamp) |
| Signature:  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date:  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**I have discussed the feedback received with my supervisor and I understand the feedback.**

**Intern**

|  |  |  |  |
| --- | --- | --- | --- |
| Name:  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  Date:  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |