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| 27 Jun – 19 Aug 2022 | **BUSINESS DIGITALISATION TRACK**  **COMPANY INTERNSHIP EVALUATION**  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) |  |

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| **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 work  requirements, 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 frequent  reminders | 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 different  stakeholders | 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 diverse  backgrounds | 5 |  |

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

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| --- | --- | --- |
|  | 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).*

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**Overall Performance of Intern – Comments**

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

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| --- | --- | --- |
| **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: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |