

**The Joseph Lau Non-local Internship Awards**

**Employer Evaluation Report**

*Thank you for offering internship opportunities to our students. To better facilitate students’ learning in the workplace, we value your feedback on their performance. The information collected will be kept confidential and used to improve our services on supporting the academic, personal and professional development of the students. Your feedback may also be shared with students’ home department if necessary. Thank you for your time and cooperation.*

* **Please type and complete this Evaluation Report**
* **This Report is to be completed by the direct supervisor/employer of the hired student.**
* **Please complete this Report and submit to the student interns’ respective College/School within one month upon completion of the internship.**

1. **Details of Student Internship:**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Last Name: | |  | | | |  | First Name: |  | | |
| Internship Period: | From | |  | To |  |  | Intern Position: | |  |

1. **Details of Internship Employer:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Company Name: |  |  | Business Nature: |  |
| Name of Direct Supervisor/Employer: |  |  | Title & Department: |  |
| Email Address: |  |  | Contact no.: |  |

1. **Employer’s Evaluation:**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Major duties of the Intern: |  | | | | | | | | | |
| Attendance: | < 80%  80 – 90%  > 90% | | | | | | | | | |
| Performance： |  | Exceed expectation |  | | Meet the requirements | | | | | |
|  | Fall short of the requirement; reason： | | | | | | | | |
|  |  | | | | | | | | | |
| **A: OVERALL SATISFACTION** | | | | Strongly disagree | |  | | | Strongly  agree | |
| 1 | | 2 | 3 | 4 | 5 | NA |
| 1. I am satisfied with the overall performance of the student. | | | |  | |  |  |  |  |  |
| 2. I will consider employing the student upon his/her graduation if my company has vacancies. | | | |  | |  |  |  |  |  |
| **B: LANGUAGE PROFICIENCY** | | | | Strongly disagree | |  | | | Strongly  agree | |
| 1 | | 2 | 3 | 4 | 5 | NA |
| 1. The student is proficient in English. | | | |  | |  |  |  |  |  |
| 2. The student is proficient in written Chinese. | | | |  | |  |  |  |  |  |
| 3. The student is proficient in Putonghua. | | | |  | |  |  |  |  |  |
| **C: ACADEMIC KNOWLEDGE, NUMERICAL COMPETENCY, IT LITERACY & RESEARCH SKILLS** | | | | Strongly disagree | |  | | | Strongly  agree | |
| 1 | | 2 | 3 | 4 | 5 | NA |
| 1. The student possesses sufficient knowledge and skills to carry out his/her job duties. | | | |  | |  |  |  |  |  |
| 2. The student makes good use of data in analysis/research. | | | |  | |  |  |  |  |  |
| 3. The student is proficient in computer software / online platforms. | | | |  | |  |  |  |  |  |
| **D: ANALYTICAL AND PROBLEM-SOLVING ABILITIES** | | | | Strongly disagree | |  | | | Strongly  agree | |
| 1 | | 2 | 3 | 4 | 5 | NA |
| 1. The student has good analytical skills. | | | |  | |  |  |  |  |  |
| 2. The student possesses good problem-solving skills. | | | |  | |  |  |  |  |  |
| **E: WORK ATTITUDE** | | | | Strongly disagree | |  | | | Strongly  agree | |
| 1 | | 2 | 3 | 4 | 5 | NA |
| 1. The student has a good sense of responsibility and commitment. | | | |  | |  |  |  |  |  |
| 2. The students has a professional work attitude. | | | |  | |  |  |  |  |  |
| 3. The student was punctual on arriving to work and attending meetings. | | | |  | |  |  |  |  |  |
| 4. The student is self-motivated to learn and eager to improve his/her performance. | | | |  | |  |  |  |  |  |
| 5. The student has high integrity and understands the code of ethics of the profession. | | | |  | |  |  |  |  |  |
| **F: INTER-PERSONAL SKILLS & COMMUNICATION ABILITY** | | | | Strongly disagree | |  | | | Strongly  agree | |
| 1 | | 2 | 3 | 4 | 5 | NA |
| 1. The student has good interpersonal and communication skills. | | | |  | |  |  |  |  |  |
| 2. The student is a good team player. | | | |  | |  |  |  |  |  |
| 3. The student is able to accept feedback from supervisor. | | | |  | |  |  |  |  |  |
| **G: PERSONAL EFFECTIVENESS IN COMPLETING TASKS** | | | | Strongly disagree | |  | | | Strongly  agree | |
| 1 | | 2 | 3 | 4 | 5 | NA |
| 1. The student is efficient in time and workload management. | | | |  | |  |  |  |  |  |
| 2. The student is able to cope with pressure and stress. | | | |  | |  |  |  |  |  |
| 3. The student is able to prioritise and reach logical decisions. | | | |  | |  |  |  |  |  |
| 4. The student is able to work independently. | | | |  | |  |  |  |  |  |
| 5. The student has good organisational and planning skills. | | | |  | |  |  |  |  |  |
| **H: TECHNICAL SKILLS REQUIRED FOR THE JOB** | | | | Strongly disagree | |  | | | Strongly  agree | |
| 1 | | 2 | 3 | 4 | 5 | NA |
| 1. The student possesses sufficient technical knowledge to carry out his/her job duties. | | | |  | |  |  |  |  |  |
| 2. The student is able to work according to agreed standards and procedures. | | | |  | |  |  |  |  |  |
| **I: FURTHER COMMENTS AND SUGGESTIONS** | | | | | | | | | | |
| Any other suggestions/comments | | | |  | | | | | | |

1. **Declaration:**

The above information is provided to the best of my/our knowledge.

|  |  |  |
| --- | --- | --- |
| Name/ Post title: |  | |
| Company Stamp:  If the company does not have a stamp, please provide an email correspondence from the host company / internship programme organizer explaining the situation. | | Signature of Supervisor:  *[Signature]* |
| Contact telephone number: |  | |
| Email address: |  | |
| Date (dd/mm/yyyy): |  | |