

Annexure 2: Performance of Interns

Ministry of Labour and Human Resources
Department of Employment
University Graduate Internship Program & Pre-Employment Engagement Program
MoLHR Intern Evaluation Form (For the Reporting Officer/Supervisor)

Please complete the form at the end of the internship: This is an evaluation form for interns supervised by you during the internship period. Please rate the intern to assist us in grading the interns. Thank you for your cooperation.

Name of Intern:Name of Organization:

Department/Division/Section attached to:Duration:

Name of Evaluator: Signature of evaluator: Date of Evaluation:

Sl. No	Core Competency	Excellent	Very Good	Good	Fair	Poor	Remarks
1	Exhibits positive attitude/interest (discipline, sincerity, dedication and motivation)						
2	Follows oral/written Instructions						
3	Punctuality (maintain good attendance)						
4	Works cooperatively						
5	Interpersonal skills (relationship with colleagues and staff)						
6	Quality of work (accuracy, precision, completeness, and neatness.						
7	Quantity of work (amount of work accomplished in time allotted)						

