

**INTERN PERFORMANCE ASSESSMENT**

(TO BE FILLED BY THE EMPLOYER)

Student's name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Company: \_\_\_\_\_

Internship Period: \_\_\_\_\_

Internship Supervisor: \_\_\_\_\_

Job title: \_\_\_\_\_

1. **Excellent:** productivity significantly higher than required expectations.
2. **Very good:** productivity higher than required expectations.
3. **Satisfactory:** productivity meeting required expectations.
4. **Fair only:** productivity hardly meeting required expectations.
5. **Mediocre:** productivity not meeting required expectations at all.
6. **Not applicable.**

Assessment Criteria	1	2	3	4	5	6	Comments
Quality of texts							
Respect of deadlines							
Quality of research (relevance of sources, appropriate choices, proper consultation, etc.)							
Theoretical and practical knowledge							
Ability to work with computers, tech-savvy							
Ability to undertake task-inherent responsibilities							
Ability to work with team members							
Sense of initiative							
Show proper initiative in planning and execution of work							
Deductive and analytical skills, good problem solving							

**GLOBAL APPRECIATION OF INTERN**

Excellent       Very good       Satisfactory       Fair only       Mediocre

**STRENGTHS**

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**DEVELOPMENT NEEDS**

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**THIS ASSESSMENT HAS BEEN DISCUSSED WITH THE INTERN**     YES     NO

**Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_

Would you accept this intern again?     yes     no     to be determined     not applicable

*We thank you for your precious contribution to the Université de Montréal Linguistics and Translation Department Internship Curriculum.*

**For any questions, please contact Dominique Bohbot, Head of Professional Training, at 514 343-6368 or by email at [dominique.bohbot@umontreal.ca](mailto:dominique.bohbot@umontreal.ca)**