

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

DEVELOPMENT NEEDS

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 Aura Navarro, Head of Professional Training, at 514 343-6368 or by email at aura.navarro@umontreal.ca