



Department of (Name of the Department)
Faculty of Management
University of Peradeniya
INTERSHIP PROVIDER'S CONFIDENTIAL REPORT

Name of Student : _____
 Registration No : _____
 Name of Institution : _____
 Name of Evaluator : _____
 Department : _____
 Period of Internship : _____

1. Attitude/Application to Work

- a. Outstanding in enthusiasm []
- b. Very interested/industrious []
- c. Average in diligence/interest []
- d. Definitely not interested []

2. Initiative

- a. Self-starter/seeks work []
- b. Moves ahead independently []
- c. Does all assigned work []
- d. Definitely not interested []

3. Ability to Learn

- a. Excellent []
- b. Good []
- c. Average []
- d. Below Average []

4. Quality of Work

- a. Excellent []
- b. Very good []
- c. Average []
- d. Below average []

5. Quantity of Work

- a. Unusually high output []
- b. More than average []
- c. Average amount []
- d. Below average []

6. Communication Skills

i. Oral

- a. Very good []
- b. Satisfactory []
- c. Needs improvement []

ii. Written

- a. Very good []
- b. Satisfactory []
- c. Needs improvement []

7. Relations with Others

- a. Exceptionally well adjusted []
- b. Works well with others []
- c. Gets along satisfactorily []
- d. Has difficulty working with others]

8. Attendance/Punctuality

- a. Regular []
- b. Irregular []

9. Professionalism

- a. Satisfactory []
- b. Unsatisfactory []

10. Overall Performance

- Outstanding []
- Very Good []
- Average []
- Marginal []
- Unsatisfactory []

Additional Comments:

Signature of Officer: _____

Date: _____

Institution Stamp : _____