

THE ASSAM VALLEY SCHOOL INTERNSHIP PROGRAMME

INTERN EVALUATION

Organization Name: Jai Hanuman Tea Co Pvt Ltd

Date: 26/08/19

Intern's Name: Naman Agarwal

Name of Supervisor: SHYAM SUNDAR SHARMA

Intern's Position or Assignment:

Starting Date of Internship: 16/08/19

End Date: 26/08/19

Part I – Performance of Intern

Please use the table below to evaluate your intern's performance in the areas shown.

Please place an appropriate 'x' by the relevant score.

Key Criteria	Excellent	Very Good	Satisfactory	Needs Improvement	Unsatisfactory	Not Applicable
Arrived to work on time		X				
Behaved in a professional manner		X				
Dressed appropriately	X					
Effectively performed activities and tasks assigned			X			
Oral communication skills		X				
Written communication skills		X				
Arrived to work on time		X				
Attention to accuracy and detail		X				
Strong analytical skills – demonstrated critical thinking and problem solving skills		X				
Ability to adapt to a variety of tasks and activities			X			
Computer skills						
Other technological skills		X				
Team player			X			

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Key Criteria	Excellent	Very Good	Satisfactory	Needs Improvement	Unsatisfactory	Not Applicable
Good interpersonal skills		X				
Willingness to ask for help and guidance	X					
Seemed interested in and enthusiastic about the internship experience		X				
Self-motivated, showed initiative and creative			X			

PART II Recommendations for Intern

Please provide answers for the questions below. This section gives you the opportunity to make recommendations that would help in the professional development of the intern.

What do you consider the main strengths of this intern?

The Intern was very well - cultured during his entire duration of internship. Punctuality and willingness to learn was his strong suit. Had very innovative ideas and presented himself really well.

What areas need improvement?

His nature of working as an individual rather than a team player.

Supervisor's Signature

Date: 26/08/19

For JAI HANUMAN TEA CO. Pvt. Ltd

C. Hosmer
MANAGER