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| Photo |

**T.C. ESKİŞEHİR TEKNİK ÜNİVERSİTESİ**

**MİMARLIK VE TASARIM FAKÜLTESİ**

**KURUM/KURULUŞ STAJ DEĞERLENDİRME FORMU**

**STUDENT INFORMATION**

**Name‒Surname : ...................................................................... Phone Number : ...................................**

**ID Number :................................................................. Internship Start Date : ........../.........../..........**

**Programme :................................................................. Internship End Date : ........../.........../..........**

**Permanent Address :.................................................................**

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|  | | **INTERN EVALUATION FORM** | | |  | | | |  |
| **No** | **Evaluation Criteria** | **Explanation** | **Very good**  **(5)** | **Good**  **(4)** | | **Satisfactory**  **(3)** | **Poor**  **(2)** | **Very**  **Poor**  **(1)** | | |
| 1 | **Field Knowledge** | Displaying a strong sense of the mission and responsibility of the related area, with the full command of the theoretical and practical knowledge it requires |  |  | |  |  |  | | |
| 2 | **Professional skill** | Ability of applying knowledge related to profession |  |  | |  |  |  | | |
| 3 | **Communication**  **Skills** | Accurate comprehension of the written and/or oral instructions, accurate verbal and/or written expression of ideas, accurate and punctual delivery of information |  |  | |  |  |  | | |
| 4 | **Inclined to team work** | Providing assistance to co-workers, adapting to team's speed, contributing to teamwork |  |  | |  |  |  | | |
| 5 | **Self-**  **Development** | Having an open mind, ability to see the shortcomings and eliminate them, being prepared for further steps, making effort to increase knowledge and skill |  |  | |  |  |  | | |
| 6 | **Representational**  **Skills** | Appearing professional and being polite, earning the trust of others, performing exemplary workplace actions |  |  | |  |  |  | | |
| 7 | **Devotion to**  **Work** | Being aware of the duties and responsibilities, ability to conclude assigned tasks |  |  | |  |  |  | | |
| 8 | **Time**  **Management** | Determining priorities, fulfilling the determined work plan by taking the time factor into account |  |  | |  |  |  | | |
| 9 | **Discipline** | Ability to adapt to working hours, making effort to finish the given task before deadlines |  |  | |  |  |  | | |
| 10 | **Attendance at work** | Maintaining workplace attendance except extraordinary circumstances |  |  | |  |  |  | | |
|  |  | **Overall Evaluation Score (AVERAGE)\*** |  | | | | | | |

**\*If the general evaluation score is above or equal to 3, the intern is accepted as successful.**

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| --- | --- | --- |
|  | **PLEASE FILL IN THE FOLLOWING FIELDS IN DETAIL** | |
| 1 | Intern’s strengths |  |
| 2 | Intern’s weaknesses |  |
| 3 | General opinions about the quality of intern’s education provided by vocational school? |  |
| 4 | Would you consider to employ this intern after his/her graduation? |  |
| 5 | If any, additional suggestions: …………………………………………………………………………………………………………………….. | |
|  | **Thank you for your time and effort.** | |

**This part will be filled by authorized staff of the establishment.**

**INSTITUTIONAL/ORGANIZATIONAL INFORMATION INSTITUTIONAL/ORGANIZATIONAL AUTHORITY**

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| --- | --- | --- |
| **Name** | **: ...................................................................** | **Name‒Surname : ...........................................................** |
| **Address** | **: ...................................................................** | **Title : ...........................................................** |
| **Telephone/Fax** | **: ................................ / ...............................** |  |
| **Web Address** | **: ...................................................................** | **Signature/Stamp : ......................................................** |