

Template of Work Supervisor Feedback Form

HKUST Undergraduate Practice Opportunities Program

Work Supervisor's Feedback Form

Dear Supervisor,

Thank you for supporting our university's internship program. Your feedback is invaluable in helping us assess and improve our students' development. Please take a few minutes to complete this form, evaluating the intern's performance during their time with your organization. Your feedback will be kept confidential.

Intern Information:

Company & Division Name _____

Intern's Name _____

Internship Position _____

Period of Internship _____

Intern's Responsibilities _____

Evaluation:

Please put a tick next to the box that best describe the intern's performance:

	Area	Impressive (5)	Good (4)	Average (3)	Should try harder (2)	Unacceptable (1)
1	Attendance & Punctuality					
2	Work Quality					
3	Ability to Learn					
4	Initiative & Dependability					
5	Communications & Teamwork					
6	Overall Performance					

Additional Comments:

Please provide any additional comments or feedback regarding the intern's performance, strengths, areas for improvement, or any specific incidents that stood out:

Recommendation:

Would you recommend this intern for future opportunities within your organization or industry?

☐ Yes ☐ No (*please specify reason*) _____

Signature (with company stamp):

Name: _____

Title: _____

Date: _____

Please return the completed form via email to [Internship Coordinator's Email]. Thank you for your time and support!