



**INTERNSHIP EVALUATION FORM TO BE COMPLETED
BY COMPANY INTERNSHIP SUPERVISOR**



Company Name _____

Department/Division of the Company _____

Starting and Ending Dates From _____ to _____

Intern's Name _____

Internship Supervisor's Name _____

Internship Evaluation Rating Instructions

Please evaluate the following aspects of your internship placement using the rating scale below:

- **4 – Excellent:** Consistently exceeded expectations
- **3 – Good:** Occasionally exceeded expectations
- **2 – Average:** Met expectations
- **1 – Poor:** Rarely met expectations
- **0 – N/A:** Not applicable to this internship experience

You may extend the evaluation period (in weeks) as needed, depending on the duration of the internship.

Kindly select the most appropriate rating for each item listed in the form below.

A. Please select the appropriate rating for each aspect of the intern's internship performance	WEEK 1 Fill in dates here	WEEK 2 Fill in dates here	WEEK 3 Fill in dates here	WEEK 4 Fill in dates here	WEEK 5 Fill in dates here
Learning Ability					
Asks relevant and thoughtful questions to enhance understanding	①②③④	①②③④	①②③④	①②③④	①②③④
Actively seeks out and uses appropriate IT resources	①②③④	①②③④	①②③④	①②③④	①②③④
Pays close attention to how others perform their work and learns through observation	①②③④	①②③④	①②③④	①②③④	①②③④
Demonstrates the ability to analyze real-world cybersecurity challenges	①②③④	①②③④	①②③④	①②③④	①②③④
Effectively applies theoretical cybersecurity knowledge in practical situations	①②③④	①②③④	①②③④	①②③④	①②③④
Skills in comprehending and completing the tasks required by the internship.	①②③④	①②③④	①②③④	①②③④	①②③④
Understands and successfully completes assigned internship tasks	①②③④	①②③④	①②③④	①②③④	①②③④
Shows the ability to grasp complex IT concepts and systems	①②③④	①②③④	①②③④	①②③④	①②③④
Which learning abilities do you think the intern needs to improve? Please Explain \Rightarrow					
Personal Competence					
Demonstrates strong organizational and time management skills	①②③④	①②③④	①②③④	①②③④	①②③④
Thinks independently and takes initiative when appropriate	①②③④	①②③④	①②③④	①②③④	①②③④
Confidently presents and defends their ideas and proposals	①②③④	①②③④	①②③④	①②③④	①②③④
Applies workplace IT knowledge to support personal and professional growth	①②③④	①②③④	①②③④	①②③④	①②③④
Works effectively as part of a team	①②③④	①②③④	①②③④	①②③④	①②③④
Thinks both creatively and critically when approaching tasks or solving problems	①②③④	①②③④	①②③④	①②③④	①②③④

A. Please select the appropriate rating for each aspect of the intern's internship performance	WEEK 1 Fill in dates here	WEEK 2 Fill in dates here	WEEK 3 Fill in dates here	WEEK 4 Fill in dates here	WEEK 5 Fill in dates here
Personal Competence					
Applies technical IT procedures relevant to the assigned cybersecurity topics	(0) (1) (2) (3) (4)	(0) (1) (2) (3) (4)	(0) (1) (2) (3) (4)	(0) (1) (2) (3) (4)	(0) (1) (2) (3) (4)
Listens actively and attentively to others	(0) (1) (2) (3) (4)	(0) (1) (2) (3) (4)	(0) (1) (2) (3) (4)	(0) (1) (2) (3) (4)	(0) (1) (2) (3) (4)
Contributes effectively in meetings and collaborative group settings	(0) (1) (2) (3) (4)	(0) (1) (2) (3) (4)	(0) (1) (2) (3) (4)	(0) (1) (2) (3) (4)	(0) (1) (2) (3) (4)
Demonstrates an effort to understand the broader context of cybersecurity	(0) (1) (2) (3) (4)	(0) (1) (2) (3) (4)	(0) (1) (2) (3) (4)	(0) (1) (2) (3) (4)	(0) (1) (2) (3) (4)
Breaks down complex problems or tasks into clear, manageable steps	(0) (1) (2) (3) (4)	(0) (1) (2) (3) (4)	(0) (1) (2) (3) (4)	(0) (1) (2) (3) (4)	(0) (1) (2) (3) (4)
Values and respects the input and expertise of others	(0) (1) (2) (3) (4)	(0) (1) (2) (3) (4)	(0) (1) (2) (3) (4)	(0) (1) (2) (3) (4)	(0) (1) (2) (3) (4)
<p>Which personal competences do you think the intern needs to improve? Please Explain \Rightarrow</p>					
Work Habits, Interpersonal Skills and Team Work					
Arrives on time for work and scheduled meetings	(0) (1) (2) (3) (4)	(0) (1) (2) (3) (4)	(0) (1) (2) (3) (4)	(0) (1) (2) (3) (4)	(0) (1) (2) (3) (4)
Maintains a professional appearance appropriate to the company's standards	(0) (1) (2) (3) (4)	(0) (1) (2) (3) (4)	(0) (1) (2) (3) (4)	(0) (1) (2) (3) (4)	(0) (1) (2) (3) (4)
Demonstrates kindness and respect toward colleagues and supervisors	(0) (1) (2) (3) (4)	(0) (1) (2) (3) (4)	(0) (1) (2) (3) (4)	(0) (1) (2) (3) (4)	(0) (1) (2) (3) (4)
Shows responsibility, initiative, and genuine interest in assigned tasks	(0) (1) (2) (3) (4)	(0) (1) (2) (3) (4)	(0) (1) (2) (3) (4)	(0) (1) (2) (3) (4)	(0) (1) (2) (3) (4)
Approaches work with integrity and a strong sense of purpose	(0) (1) (2) (3) (4)	(0) (1) (2) (3) (4)	(0) (1) (2) (3) (4)	(0) (1) (2) (3) (4)	(0) (1) (2) (3) (4)
Consistently behaves in an ethical and professional manner	(0) (1) (2) (3) (4)	(0) (1) (2) (3) (4)	(0) (1) (2) (3) (4)	(0) (1) (2) (3) (4)	(0) (1) (2) (3) (4)

A. Please select the appropriate rating for each aspect of the intern's internship performance	WEEK 1 Fill in dates here	WEEK 2 Fill in dates here	WEEK 3 Fill in dates here	WEEK 4 Fill in dates here	WEEK 5 Fill in dates here
Work Habits, Interpersonal Skills and Team Work					
Actively supports and contributes to a positive team environment	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4
Effectively manages and resolves conflicts within a team setting	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4
Maintains emotional control and professionalism in the workplace	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4
Follows company policies, procedures, and workplace protocols	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4
Demonstrates reliability and responsible use of cybersecurity tools and data	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4
Responds constructively to feedback and takes action to improve	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4
Builds positive relationships and cooperates well with colleagues	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4
Uses time efficiently and manages tasks with focus	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4
Completes assignments even when facing challenges or obstacles	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4
Shows openness and respect when working with individuals of diverse genders, cultures, religions, ethnicities, ages, and abilities	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4
Which work habits, interpersonal and team work skills do you think the intern needs to improve? Please Explain \Rightarrow					
Professionalism	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5
Maintains a professional appearance and carries out tasks with professionalism	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4
Exhibits confidence in performing work-related responsibilities	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4
Interacts with clients or customers in a respectful and professional manner	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4
Demonstrates trustworthiness and safeguards confidentiality in critical areas of cybersecurity, including data, passwords, tools, and client information	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4
Consistently adheres to ethical standards, particularly regarding sensitive cybersecurity topics such as data handling and privacy	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4
Arrives on time and adheres to agreed working hours, recognizing that certain cybersecurity roles may require availability in a 24/7 operational environment	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4

For Company Internship Supervisors to complete at the end of the internship

B. Overall how would you rate this internship?

Excellent Good Average Below average Poor

C. Would you...

Would you supervise this intern again? Yes No Not Sure

Would your company host this intern again? Yes No Not Sure

Would you recommend this intern to other companies? Yes No Not Sure

D. Suggestions for improving this particular internship from the perspective of your company's internship supervisor

Internship Supervisor Signature _____

Date _____

Email:

Contact Number:

