



Department of .....  
**Faculty of Management**  
**University of Peradeniya**  
**INTERNSHIP PROVIDER'S CONFIDENTIAL REPORT**

Name of the Student : .....  
Registration Number : .....  
Name of Institution : .....  
Name of Evaluator : .....  
Department : .....  
Period of Internship : .....

**1. Attitudes/ Application to Work**

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

**2. Initiative**

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

**3. Ability to Learn**

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

**4. Quality of Work**

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

**5. Quantity of Work**

- a. Unusually high output [ ]
- b. More than average [ ]
- c. Average [ ]
- 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**

- a. Outstanding [     ]
- b. Very Good [     ]
- c. Average [     ]
- d. Marginal [     ]
- e. Unsatisfactory [     ]

Additional Comments:

.....  
.....  
.....

Signature of Officer:.....

Date:.....

Institution Stamp: