

TECHNOLOGICAL UNIVERSITY OF PANAMA
Internship Student Monthly Performance Evaluation

Employee's Name: Cédula # or Passport # :		Classification: Internship Engineer Employee Payroll Number:			
Institution/Department:		Evaluation Period: From: To:		Evaluation Date:	
Performance Factors	%	Rating	Note♣	Points	Remarks to this month Tasks
1. Quality of Work Competence, accuracy, neatness, thoroughness. Accurate and timely work with minimal supervision. Achieving results.	15	<ul style="list-style-type: none"> ◦ Outstanding* ◦ Exceeds Expectations ◦ Meets Expectations ◦ Needs Improvement ◦ Unsatisfactory* 			
2. Quantity of Work Use of time, volume of work accomplished, ability to meet schedules, productivity levels.	10	<ul style="list-style-type: none"> ◦ Outstanding* ◦ Exceeds Expectations ◦ Meets Expectations ◦ Needs Improvement ◦ Unsatisfactory* 			
3. Job Knowledge Degree of technical knowledge, understanding of job procedures and methods. Dominion of applied theoretical knowledge.	20	<ul style="list-style-type: none"> ◦ Outstanding* ◦ Exceeds Expectations ◦ Meets Expectations ◦ Needs Improvement ◦ Unsatisfactory* 			
4. Working Relationships Cooperation and ability to work with supervisor, co-workers, students, and clients served. Personality and human relations.	10	<ul style="list-style-type: none"> ◦ Outstanding* ◦ Exceeds Expectations ◦ Meets Expectations ◦ Needs Improvement ◦ Unsatisfactory* 			
5. Supervisory Skills Training and directing subordinates, delegation, evaluating subordinates, planning and organizing work, problem solving, decision making ability, ability to communicate.	10	<ul style="list-style-type: none"> ◦ Outstanding* ◦ Exceeds Expectations ◦ Meets Expectations ◦ Needs Improvement ◦ Unsatisfactory* 			
6. Practical Development facing Technical Problems: Identifying issues and alternative solutions. Using appropriate problem solving methods. Using good judgment	20	<ul style="list-style-type: none"> ◦ Outstanding* ◦ Exceeds Expectations ◦ Meets Expectations ◦ Needs Improvement ◦ Unsatisfactory* 			

♣ DEFINITIONS OF PERFORMANCE RATING CATEGORIES

OUTSTANDING*(91-100)-The employee has exceeded all of the performance expectations for this factor and has made many significant contributions to the efficiency and economy of this organization through such performance.

EXCEEDS EXPECTATIONS(81-90) - The employee regularly works beyond a majority of the performance expectations of this factor and has made significant contributions to the efficiency and economy of this organization through such performance.

MEETS EXPECTATIONS(71-80) - The employee has met the performance expectations for this factor and has contributed to the efficiency and economy.

NEEDS IMPROVEMENT (61-70) - The employee has failed to meet one or more of the significant performance expectations for this factor.

UNSATISFACTORY* (51-60)- The employee has failed to meet the performance expectations for this factor.

7.Eng.Iniciative-Creativity Being creative and innovating when contributing to organizational and individual objectives. Receptivity to new ideas and adaptability to new situations	15	<ul style="list-style-type: none"> ◦ Outstanding* ◦ Exceeds Expectations ◦ Meets Expectations ◦ Needs Improvement ◦ Unsatisfactory* 			* Give specific examples of this employee's performance.
TOTAL:	100				

8. Specific Achievements (Use additional sheets if necessary)

9. Performance Goals for the Next Evaluation Period

10. Training and Development Suggestions

11. Attendance (Supervisor's Comments)

Rater's Name (Print or Type)	Rater's Title	Rater's Signature*	Date Rated
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Student's Comments

This performance evaluation was discussed with me on the date noted above. I understand that my signature attests only that a personal interview was held with me; it does not necessarily indicate that I agree with the evaluation.

Student's Signature	Date Signed
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Assessor's Comments

Assessor's Name (Print or Type)	Assessor's Title	Assessor's Signature*	Date Reviewed
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*A copy of the signed monthly evaluation form will be provided to the student upon request