



The Hang Seng University of Hong Kong
School of Business
ITN3001 Field Experience (Job Placement)

Company Supervisor Assessment Form

To Student: Upon completion of the Internship, please submit this form to your Company Supervisor. This form should be completed by the Company Supervisor and returned to your Internship Tutor.

I. STUDENT INFORMATION (To be completed by Student)

Name of Student: _____ Student ID: _____
 Programme: _____ Concentration (if any): _____
 Year of Study: _____ Internship Arrangement: Referred by Career Planning and Development Unit
 Self-Search

II. COMPANY INFORMATION (To be completed by Company Supervisor)

Name of Company: _____
 Job Title: _____ Assessment Period: From _____ to _____
 Job Description: _____
 Name of Supervisor: (Ms/Mr/Mrs) _____ Post: _____
 Contact No.: _____ Email: _____

Please rate the student according to the following 4 criteria using the scale below:-

Item	Criteria	Interpretation	Full Marks	Score
A	Standard of work	<i>The ability of the student to carry out the work accurately, responsibly and carefully, and also the extent of supervision required to complete the work assigned.</i>	20%	
B	Cooperation & Teamwork	<i>The ability of the student to work well as part of a team, and contribute positively towards achieving a common goal.</i>	10%	
C	Initiative & Readiness	<i>A measure of the student's readiness to take on work, suggest new ideas and try out new methods.</i>	10%	
D	Attendance & Punctuality	<i>A measure of the student's frequency of undue absence or habitual lateness.</i>	10%	
Total = A + B + C + D →			Max: 50%	

Note: Students have to work for a total of 150 hours to fulfill the internship requirement.

Comments

Signature of Supervisor: _____

Position and Dept.: _____

Date: _____ **Company Chop:** _____