



PUBLIC EMPLOYMENT SERVICE OFFICE

INTERN REQUEST FORM

| | |
|--|-------------------------|
| Date: | Request No. of Interns: |
| Division/Department: | |
| Intern Supervisor Name: Position: Contact No: Email Add.: | |

INTERN DUTY STATEMENT: (Attach additional sheets if needed to specify corresponding duties and responsibilities of each intern request.)

Checked by:

Requesting Department Head/Supervisor

Approved by:

Jelene L. Sison - Lopez
PESO Manager



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SELF-ASSESSMENT FORM

My professional goal is:

| INTERN’S GOALS | EXPECTATIONS FOR THE INTERNSHIP/SUPERVISOR | EXPECTATIONS FOR MENTORING |
|---|--|----------------------------|
| What i need to learn right now to succeed at work is: | | |
| What I want to do at work Right now is: | | |
| My long-term career interest/aspiration is: | | |
| What I need to pursue this long term career interest | | |

My primary expectations for my internships are to:

My primary expectations for mentoring are to:



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INTERNSHIP PROGRAM PLAN

Intern's Name:
Year/Course:
Designated Department:
Supervisor's Name:

Internship Duration:
Start Date:
End Date:
Hours Per week:

INTERNSHIP GOAL:

1.

2.

3.

Short-Term Assignments:

Long-Term Assignments:



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Intern’s Signature/ Date:

Supervisor’s Signature/ Date:

INTERNSHIP WORK PLAN ASSIGNMENTS

INTERN’S NAME:

| TASKS | ASSIGNED BY: | TIME | STATUS | REVIEWED BY: |
|-------|--------------|------|--------|--------------|
| | | | | |
| | | | | |
| | | | | |



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| | | | | |

Corrected By:

INTERN’S SUPERVISOR
Date:

SUPERVISOR EVALUATION OF INTERN

Date: _____
Supervisor’s Name: _____ Intern’s Name: _____
Internship Duration Date: _____

Do you permit the student to receive a copy of this evaluation? Yes ____ No ____

Kindly rate the following statements below based on the intern’s performance. Put a check inside the box that corresponds to the appropriate rating.

- 5 - Excellent
4 - Good
3 - Average
2 - Poor
1 - Not Applicable
- (Consistently exceed expectations)
(Sometimes exceeds expectations)
(Meets expectations)
(Rarely meets expectations)

| INTERN’S PERFORMANCE REVIEW | 5 | 4 | 3 | 2 | 1 |
|---|---|---|---|---|---|
| Reports to work as scheduled | | | | | |
| Exhibits a positive and constructive Attitude | | | | | |



| | | | | | |
|--|---|---|---|---|---|
| Always in uniform | | | | | |
| Refrains from gossip/respects the privacy of others | | | | | |
| Behaves in an ethical manner | | | | | |
| Brings a sense of value and integrity to the job. | | | | | |
| Eager to learn through asking pertinent and purposeful questions | | | | | |
| Accepts responsibility for mistakes and learns from experiences | | | | | |
| Reads and follows written materials | | | | | |
| Communicates ideas and concepts clearly | | | | | |
| Attention to accuracy and details | | | | | |
| Listening and Communication Skills: | 5 | 4 | 3 | 2 | 1 |
| Listens to others in an active and attentive manner | | | | | |
| Comprehends and follows verbal instructions | | | | | |
| Effectively participates in meetings | | | | | |
| Demonstrates effective expression of ideas and opinions | | | | | |
| Creative Thinking and Problem Solving Skills | | | | | |
| Looks at the big picture and thinks outside the box | | | | | |
| Breaks down complex tasks | | | | | |
| Open to brainstorming | | | | | |
| Respects ideas from other sources | | | | | |
| Interpersonal and Teamwork Skills | | | | | |
| Relates to co-workers openly and effectively | | | | | |
| Manages and resolves conflict | | | | | |
| Supports and contributes to a teamwork atmosphere | | | | | |
| Overall performance of the intern | | | | | |

Would you recommend this intern again to other organization? Explain.

Comments:

Supervisor's Signature:

Title/Position:



Thank you for completing this evaluation. We take your comments very seriously.

STUDENT INTERN EVALUATION FORM

INTERN’S NAME:
SUPERVISOR’S NAME:
DEPARTMENT:

Describe your internship responsibilities:

This evaluation is completed by the student. The report is confidential and will not be shared with your internship assigned department.
Please rate the following aspects of your internship placement on the basis of this scale:

- 5 - Excellent
- (Consistently exceed expectations)
- 4 - Good
- (Sometimes exceeds expectations)
- 3 - Average
- (Meets expectations)
- 2 - Poor
- (Rarely meets expectations)
- 1 - Not Applicable

| EVALUATION QUESTIONS | 5 | 4 | 3 | 2 |
|---|---|---|---|---|
| Balanced menial tasks (administrative work) and content-focused assignments | | | | |



| | | | | |
|--|--|--|--|--|
| The internship experience is consistent with how it was described to me by the Peso staff and Supervisor | | | | |
| Provided levels of responsibility consistent with my ability and growth | | | | |
| Attempt to offer feedback on my progress and abilities is a constructive format. | | | | |
| Valued by my team, supervisor, and the organization | | | | |
| Gave me a realistic preview of my field of interest. | | | | |
| Feel supported by the internship supervisor | | | | |
| Feel supported by the employees | | | | |
| feel I am better prepared to enter the world of work after this experience | | | | |
| Problem Solving skills | | | | |
| HAD THE OPPORTUNITY TO USE AND DEVELOP MY: | | | | |
| Critical Thinking skills | | | | |
| Interpersonal /Human Relation skills | | | | |
| Writing skills | | | | |
| This experience confirmed my interest in a career in this line of work | | | | |
| Overall Internship experience | | | | |

What overall challenges did you face in your internship?

What was the most rewarding aspect of your internship experience?

How, if it all, can this internship program be improved for future interns?

Thank you for completing this evaluation of your internship.



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Intern’s Name and Signature:

Date: