



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

ACCT3006/3007 Internship for Accounting Function I/ II

Student Performance Evaluation Form

Department of Accounting and Information Management

Faculty of Business Administration

The Performance Evaluation Form is used to determine the overall performance and development of the student. This form consists of 4 sections and must be completed and signed by the internship supervisor, followed by a discussion with the concerned intern. A completed form should be returned in a sealed envelope to the Department of Accounting and Information Management, University of Macau.

Section A: Internship Summary

Name of Student: _____
Name of Company: _____
Department(s) concerned: _____
Name of Supervisor: _____
Internship period: From _____ to _____
Number of working hours: _____
Date of Evaluation: _____



Section B: Performance Rating

Please check ✓ the appropriate box for each item below.

Performance Dimensions	Not Applicable	Unsatisfactory	Below Average	Average	Above Average	Excellent
Quality of work						
Attitude						
Punctuality						
Appearance						
Work initiative						
Adaptability						
Ability to work independently						
Ability to work as a team						
Relationship with peers and supervisors						
Oral communication						
Written communication						
Sense of responsibility						
Willingness to learn						
Time management						
Ability to suggest new idea						
Ability to make fact-based judgement						
Knowledge in relative job fields						
Overall Performance						



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Section C: Additional Comments

Section D: Signature

Student		____/____/____ DD/MM/YYYY
Rating Supervisor		____/____/____ DD/MM/YYYY

Remark: Please return the completed form in a sealed envelope to FBA General Office.

FBA General Office Address:
 Room G031, Faculty of Business Administration,
 University of Macau, E22,
 Avenida da Universidade, Taipa, Macau, China