

元智大學管理學院 校外實習單位主管考核表
Supervisor Evaluation Form for Internship

實習學生資料 Student Contact Information	
姓名 Name :	學號 Student's ID Number :
實習期間 Period of Internship : _____ / _____ / _____ / ~ _____ / _____ / _____ /	
公司 Company :	實習部門 Department :
主管姓名 Supervisor :	職稱 Title :

■ 以下部分由實習機構填寫 This form is to be completed, printed and signed by the on-site internship supervisor.

【評分標準】：1=不滿意；2=需要改進；3=尚可；4=良好；5=傑出。

Please rate using the following key: 1=unsatisfactory; 2=needs improvement; 3=average; 4=good; 5=excellent

	5	4	3	2	1
個人特質 Personal Qualities					
責任感與可靠性 Reliability and dependability					
積極態度 Enthusiasm for the experience					
學習態度 Willingness to ask for and use guidance					
抗壓性 Ability to cope in stressful situations					
團隊合作能力 Interpersonal relations/Teamwork					
時間運用(有效性/效率) Use of time (efficient/effective use of time to complete tasks)					
專業表現 Professional Abilities					
判斷能力 Ability to make appropriate work related decisions					
適應能力 Ability to alter activities to accommodate change					
解決問題能力 Problem solving skills					
溝通能力 Communication skills					
獨立作業能力 Ability to work independently					
整體評估表現分數 Overall Performance 參考分數等級 (傑出 95、良好 85、尚可 80、需改進 70、不滿意 60 以下) Please rate using the following score: 60=unsatisfactory; 70=needs improvement; 80=average; 85=good; 95=excellent					

■ 對實習學生工作表現之綜合評語 Overall comments to students

■ 對元智管理學院實習計劃之建議 Comments about the internship program

評核主管簽名 Signature of Supervisor and date of evaluation : _____

感謝您對於管理學院實習學生之指導與提攜，敬請您於完成此表格後可以傳真或 e-mail 至管理學院辦公室，謝謝。
 Your feedback and support are greatly appreciated. Please fax or email this form to our office. Thank you!

聯絡人 Contact person : 呂桂芬小姐(Melissa Lu)

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