



Dear Employer,

We appreciate the opportunity you provided for our students to undergo an internship in your workplace. As their academic institution, we are committed to helping our students gain the skills and knowledge necessary to succeed in their chosen career paths. To this end, we would like to request your valuable feedback on their performance during their internship period.

We kindly ask you to take a few moments to complete the brief questionnaire we have provided below. Your comments on the student's abilities in various skill areas, as well as any areas where they have demonstrated particular strengths or need further development, would be extremely helpful. This feedback will enable our students to reflect on what they have learned during their internship and plan more effectively to achieve their career goals.

Thank you for your time and contribution to our students' professional development.

Best regards,  
Shankar Pd. Sharma  
Principal, Aadim National College  
Chabahil, Chuchepati, Kathmandu

**This Questionnaire is to be completed by company supervisors [MENTORS].**

**Please allocate a grade (eg. A, B, ..., F) for each of the following skills.**

**A:** Excellent

**B:** Very good with minor problems.

**C:** Good, but there are clearly some areas that need improvements

**D:** OK, but there are significant areas that need improvements

**E:** Marginal pass.

**F:** A clearly fail

- **Communication & Interpersonal Skills:** Ability to interact well with customers and clients, make effective presentations within a group context, produce reports or correspondence using appropriate language.

Grade: \_\_\_\_\_

- **Teamwork skills:**The ability to work cooperatively towards a common goal and support colleagues where needed, make appropriate and positive contributions in meetings and discussions, listen to colleagues, accept and give constructive feedback within the group

Grade: \_\_\_\_\_

- **Initiative & Problem Solving skills:** The ability to take full advantage of opportunities to gain maximum benefit from the placement, adopt a flexible and proactive approach, seek out and evaluate relevant information to generate appropriate ideas and solutions.

Grade: \_\_\_\_\_

- **Organisation & Time Management skills:**The ability to arrive punctually and attend as agreed, plan workload, identify priorities and meet deadlines set, where required, organise and present information in a systematic way.

Grade: \_\_\_\_\_

- **Professional Conduct skills:** The ability to appreciate the codes of dress and behaviour expected, respect the rights of others in relation to issues such as confidentiality and diversity.

Grade: \_\_\_\_\_

- **Information Technology skills:**The ability to use IT effectively to store, process and present information, quickly adapt to using any unfamiliar in-house systems.

Grade: \_\_\_\_\_

- **Other Comments:** Please comment on any specific individual strengths which you felt allowed the student to contribute particularly effectively within the workplace?Are there any particular skills gaps which you feel the student needs to address?

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**We would also be interested in finding out if:  
(Please write either Yes or No.)**

- You would be prepared to offer a placement to another student in the future.  
\_\_\_\_\_
- You would be willing for us to pass on your organisation's contact information to other students seeking a placement in the future.  
\_\_\_\_\_
- You would like to receive information about the College Employment Service which can publicise placement and/or other vacancies to our students and recent graduates.  
\_\_\_\_\_
- You would welcome a visit from one of the careers teams to discuss your recruitment needs, or possibilities for participation in careers events within the College.  
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Student TU Registration Number :

Name of Student:

Internship/Placement provider (Employer):

Company supervisor/Mentor:

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**Employer seal and signature**

**Date:**

**Contact:**