**Work Activity Report**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Student ID |  |
| Phone NO. |  | E-mail |  |
| Company Name |  | Evaluation Period  (YYYY/MM/DD) | 20 . . .  ~ 20 . . . |

■ Evaluation Items

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Division | Item | Result | | | | |
| Very good | Good | Average | Bad | Very bad |
| 10 | 9 | 7 | 5 | 3 |
| Working  Attitude | Did the intern complete the assigned task? |  |  |  |  |  |
| Did the intern work cooperatively with co-workers? |  |  |  |  |  |
| Does the intern have a positive mind set toward the boss’s instructions and policies? |  |  |  |  |  |
| Did the intern keep the working hours well? (late, absent) |  |  |  |  |  |
| Business  Performance | Does the intern have the ability to perform tasks commensurate with the current position? |  |  |  |  |  |
| Is the intern to get the job done quickly? |  |  |  |  |  |
| Did the intern make business reports and communication promptly and reliably? |  |  |  |  |  |
| Business  Processing  Ability | Does the intern clearly understand the instructions given and handle them promptly? |  |  |  |  |  |
| Does the intern make an effort to achieve the goal? |  |  |  |  |  |
| Does the intern have the necessary knowledge and skills to do the job? |  |  |  |  |  |
| Total: 100 Points (A+:95~100, A:90~94, B+:85~89, B:80~84, C+:75~79, C:70~74, D+:65~69, D:60~64, F:0~59) | |  |  |  |  |  |
| Total: | | | | |

■ Evaluation Opinion

|  |
| --- |
|  |

\* Please submit the work activity report by email ([skkutrade@skku.edu](mailto:skkutrade@skku.edu)) until August 28th(Mon)

I confirm that the intern worked as above.

20 . . .

Assessor (position)\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(E-mail)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(signature)