

**THE UNITED REPUBLIC OF TANZANIA
ICT COMMISSION**



MENTOR'S EVALUATION FORM

This evaluation is confidential to be filled by the Mentor at the mid and after completion of the internship programme and returned to the ICT Commission

Host institution's Name _____

Intern's Name: _____ Gender: _____

Mentor's Name: _____

Internship start date _____ Internship end date _____

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

Please rate the following aspects of your Internship placement on the basis of this scale:

A: **Excellent** B: **Very Good** C: **Good** D: **Average** E: **Poor**

Please put an "X" under the ranking that represents the internship.

No.		A	B	C	D	E
1.	Ability to learn					
1.1.	Observes and/or pays attention to others					
1.2.	Asks pertinent and purposeful questions					
1.3.	Seeks out and utilizes appropriate resources					
1.4.	Accepts responsibility for mistakes and learns from experiences					
1.5.	Open to new experiences; takes appropriate risks					
2.	Reading/Writing/Computation Skills					
2.1.	Reads/comprehends/follows written materials					
2.2.	Communicates ideas and concepts clearly in writing					
2.3.	Works with mathematical procedures appropriate to the job					
2.4.	Attention to accuracy and detail					
3.	Listening & Oral Communication Skills					
3.1.	Listens to others in an active and attentive manner					
3.2.	Comprehends and follows verbal instructions					
3.3.	Effectively participates in meetings or group settings					
3.4.	Demonstrates effective verbal communication skills					
4.	Creative Thinking & Problem Solving Skills					
4.1.	Seeks to comprehend and understand the "big picture"					

4.2.	Brainstorms/develops options and ideas					
4.3.	Respects input and ideas from other sources and people					
4.4.	Demonstrates an analytical capacity					
5.	Interpersonal & Teamwork Skills					
5.1.	Relates to co-workers effectively					
5.2.	Manages and resolves conflict to a team atmosphere					
5.3.	Supports and contributes to a team atmosphere					
5.4.	Controls emotions in a manner appropriate for work					
5.5.	Demonstrates assertive but appropriate behavior					
6.	Basic Work Habits					
6.1.	Reports to work as scheduled					
6.2.	Is prompt in showing up to work and meetings					
6.3.	Exhibits a positive and constructive attitude					
6.4.	Dress and appearance are appropriate for this organization					
7.	Character Attributes					
7.1.	Brings a sense of value and integrity to the job					
7.2.	Seeks to serve others					
7.3.	Refrains from gossip/respects the privacy of others					
7.4.	Behaves in an ethical manner					
7.5.	Respects the diversity (religious/cultural/ethnic) of co-workers					
8.	Overall performance of the intern					

Any comments or recommendations that may improve the internship programme management

Would you supervise more interns again? Yes No Uncertain

Would you recommend this intern as professionally trained and capable to work independently? Yes No Uncertain

If No/Uncertain in any of the questions above please tell us why?

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Mentor's Signature and Host Institution's stamp: _____

JOB TITLE: _____

PHONE: _____

EMAIL: _____

DATE: _____

Thank you very much for completing this evaluation of the intern. We take your comments very seriously. Please return this evaluation to the ICT Commission address listed above.