



T.C.  
**MERSİN ÜNİVERSİTESİ**  
**FACULTY OF TOURISM**  
**STUDENT'S INTERNSHIP / TRAINING EXPERIENCE /**  
**PERFORMANCE ASSESSMENT FORM**



**Dear, Sir or Madam**

\* To make an accurate assessment of the student, official photocopies of employment certificate and payroll document must be submitted. Please complete this form and mail it to the following address;

**Mersin University**  
**Faculty of Tourism**  
**33335 / Çiftlikköy / MERSİN / TÜRKİYE**

**SECTION 1: INFORMATION RELATED TO THE STUDENT AND THE COMPANY**

Student's name and surname :  
Student's number :  
Departments (s)he received training at: :  
Name of the company at which the student received training :  
Hotel type and number of stars (if a hotel) :  
Group or type of Travel Agency (if a travel agency) :  
Class if a restaurant :  
Company's Web Address : www.  
Company' s e-mail Address :  
Company' s Address :  
Telephone / Fax :  
Name of the General Manager :  
**The Internship Starting / Ending Date** : / / 20 - / / 20  
**Number of days in the internship** :

Stamp of Company  
Signature



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**SECTION II: EVALUATION OF TRAINING PERFORMANCE**  
**DEPARTMENT INFORMATION**

The department and the field in which student worked :  
Duration of work (Week or Day) :  
Position or Work title :  
Duties&Responsibilities (if any given) :

**1. Would you consider working with this student in the future?**

Definetely yes ☐ \_ Probably yes ☐ \_ Neutral ☐ \_ Probably no ☐ \_ Definetely no ☐

**2. Please state this student's strengths and weaknesses and write your advice and suggestions related his / her development.**

**SECTION III. PERFORMANCE EVALUATION**

**\*Please put a mark for each box which you think describes the student's performance / position best. ( X )**

Criteria for the student	Perfect	Over the expectations	Meets the expectations	Below the expectations	Insufficient
Appearance					
Attendance/Punctuality					
Quality of work done					
Planning and Organizing skills					
Hygiene and Cleanliness					
Confidence and Loyalty					
Teamwork adaptability					
Customer Relations					
Taking responsibility					
Communication skills					
Analytical skills / Problem solving skills					
Leadership skills					
Learning ability and willingness to learn					

Title / Position

Name Surname

Stamp of Company  
Signature