

Supervisor's Final Evaluation

Student: _____

Community partner: _____ Date: _____

Directions:	Please rate your student's performance on all the criteria given below. Rate him/her as if you were giving constructive feedback to a new employee. This rating contributes to the student's grade. Please use the space on right to explain any rating if necessary.			
Scale:	0	No Knowledge or Not Applicable	3	Acceptable
	1	Poor	4	Above Expectations
	2	Below Expectations	5	Excellent

Section 1: Work Habits / Job Performance

Is punctual and dependable	0	1	2	3	4	5
Dressed neatly and appropriately	0	1	2	3	4	5
Has a pleasant, positive demeanor	0	1	2	3	4	5
Is self-reliant (when appropriate)	0	1	2	3	4	5
Identifies and evaluates problems and recommends solutions	0	1	2	3	4	5
Looks for new responsibilities, takes initiative	0	1	2	3	4	5
Demonstrates active desire to learn from AND contributes to the organization	0	1	2	3	4	5
Has an open mind; does not rush to judgment	0	1	2	3	4	5
Accepts and makes positive use of feedback	0	1	2	3	4	5
Understands and accepts necessity of some dull or repetitive tasks	0	1	2	3	4	5
Willing to accept new challenges	0	1	2	3	4	5
Is cooperative, flexible and adaptive	0	1	2	3	4	5
Seeks to understand agency and establish working relationship with related staff	0	1	2	3	4	5
Asks questions to clarify assignments	0	1	2	3	4	5
If applicable, demonstrates interest in learning new technology skills	0	1	2	3	4	5

Section 2: Task Performance Skills

Completes assigned tasks	0	1	2	3	4	5
Completes assigned tasks on time	0	1	2	3	4	5
Completes assigned tasks accurately	0	1	2	3	4	5
Attends to details	0	1	2	3	4	5
Manages time and energy well	0	1	2	3	4	5
Understands and follows instructions	0	1	2	3	4	5
Shows good judgment when seeking further guidance	0	1	2	3	4	5
Demonstrates specific skills necessary for the job / (research, technology, communication)	0	1	2	3	4	5
Demonstrates ability to communicate clearly and effectively	0	1	2	3	4	5

Section 3: Human Relations Skills

Is sensitive to the needs of others	0	1	2	3	4	5
Is a good listener, attentive	0	1	2	3	4	5
Copes well with unexpected problems	0	1	2	3	4	5
Demonstrates tact	0	1	2	3	4	5
Asserts own views and concerns effectively	0	1	2	3	4	5
Has tolerance for ambiguity	0	1	2	3	4	5
Able to communicate well with co-workers and clients	0	1	2	3	4	5
Expresses ideas clearly	0	1	2	3	4	5

Section 4: Commentary

1. What would you consider this student's primary strengths?
2. What major contribution did this student make to your organization, if any?
3. What areas of development should the student continue to improve upon?
4. In your opinion, how well was your organization suited to the student's abilities and interests?
5. Did the student demonstrate the ability to work as a contributing team member?
6. Did the student fulfill her/his time and task commitments? Approximately how many days did they NOT report as expected? Did the student make up this time?
7. How often did you meet with the student?
8. Did you provide regular feedback to the student during the semester? How often?
9. Is there anything about your role as a supervisor that you would like our staff to discuss with you? Was this a satisfactory experience for you?
10. Do you have any suggestions for SSU?

Section 5: Portfolio Review

1. Verification. Do the contents of the portfolio accurately portray the efforts, progress and/or accomplishments of the student? _____ Yes _____No (please explain your answer)

2. Confidentiality. Do the contents of the portfolio meet your organization’s acceptable standards of privacy and confidentiality? _____ Yes _____ No If not, what steps have you recommended to the student in order to meet these standards?

Supervisor’s Signature_____ Date: _____

SSU Student’s Signature_____ Date: _____

When complete, please sign this form and mail or fax to the number below.
We highly encourage you to review this form with the student. Thank you!

THANK YOU! Your participation in this evaluation enables us to keep our program meeting standards and expectations. Your comments are valued and necessary.

Fax or Mail to:

OR

Return to student to bring to class

