FIELD PLACEMENT: SUPERVISOR EVALUATION OF STUDENT PERFORMANCE

Name of Student: ___________________________ Date: ___________________________

Field Placement: __________________________________________________________

Instructions:
This form is to be completed by the agency/firm supervisor. The student will also be asked to complete a self-evaluation. The supervisor evaluation becomes a part of the total evaluation for the student and is to be discussed with the student in final conference(s). The student will bring their self-evaluation to the final conference.

Please give your assessment of the student at the completion of the field experience on the items and scale below. Please also note by placing an asterisk beside the rating if you observed improvements since the beginning of the experience.

Rating Scale:
4 = excellent; 3 = very good; 2 = average; 1 = fair; 0 = unsatisfactory. Use N/A for any item you have not had an opportunity to observe.

A. Attendance at designated work site. (Please give percentage.) _________

B. Work Performance
   ______ 1. Ability to learn
   ______ 2. Ability to analyze problems
   ______ 3. Ability to organize and plan work
   ______ 4. Quality of work
   ______ 5. Time to complete tasks
   ______ 6. Ability to meet deadlines
   ______ 7. Initiative to identify needs and proposed solutions
   ______ 8. Ability to utilize and apply previously gained knowledge
   ______ 9. Ability to communicate orally
   ______10. Ability to write clearly, accurately
   ______11. Ability to work independently
   ______12. Promptness/punctuality
   ______13. Dependability
   ______14. Use of professional judgement
   ______15. Interest and enthusiasm

C. Professional Relationships
   ______ 1. Courteous, sensitive to others
   ______ 2. Ability to work cooperatively with other employees
   ______ 3. Ability to deal with clients, consumers
   ______ 4. Ability to assume effective leadership (when needed)
   ______ 5. Receptivity to suggestions
6. Ability to accept constructive criticism
7. Ability to be flexible and adaptable
8. Ability to handle personal and work-related frustrations

D. Professional Role
   1. Professionalism in manner and work performance
   2. Interest in operations of facility
   3. Confidence and pride in self and work
   4. Ethical behavior
   5. Personal appearance (as appropriate for job)
   6. Ability to evaluate self and own work

E. General Overall
   1. Overall performance in this field
   2. Potential in professional field
   3. Would employ student in the future if an opportunity developed

F. Describe specific examples of the student’s best work, his/her achievements, successes, positive contributions to the organization. (Please be specific.)

G. Describe anything you would like to see the student improve, change or learn to improve their professional performance. (Prioritize.)

_________________________________________  ________________________________________
Supervisor’s Signature                        Date