NORTHERN MICHIGAN UNIVERSITY

Work Experience/Internship – Supervisor Evaluation of Student

Student’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Work Experience Dates - From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Experience Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On-site Supervisor Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On-site Supervisor Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*This form should be completed by the person in the best position to evaluate the student’s performance.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Exceeds  Expectations | Meets Expectations | Needs Improvement | Unacceptable | Not  applicable |
| **Quality of Work** Thoroughly performs work that meets goals and deadlines with few, if any, errors. Follows instructions well; requires little supervision to ensure quality. | **🞆** | **🞆** | **🞆** | **🞆** | **🞆** |
| **Written Communication** Consistently submits clear, precise and grammatically correct documents**.** | **🞆** | **🞆** | **🞆** | **🞆** | **🞆** |
| **Oral Communication**  Effectively presents ideas; speaks clearly and directly. Practices attentive and active listening with supervisors, peers and others. | **🞆** | **🞆** | **🞆** | **🞆** | **🞆** |
| **Problem Solving / Critical Thinking**  Identifies problems and issues; develops viable alternatives / solutions. | **🞆** | **🞆** | **🞆** | **🞆** | **🞆** |
| **Information and Technical Literacy** Knows where to find information and resources and how to use them; able to effectively use technology to complete tasks without assistance. | **🞆** | **🞆** | **🞆** | **🞆** | **🞆** |
| **Ability to Learn**  Seeks feedback and acts on it; learns from mistakes; expands working knowledge; takes advantage of available training opportunities. | **🞆** | **🞆** | **🞆** | **🞆** | **🞆** |
| **Team Work**  Works cooperatively with and respects opinions of others and respects their opinions; builds consensus. | **🞆** | **🞆** | **🞆** | **🞆** | **🞆** |
| **Leadership**  Willing to assume leader role; adapts to situations; demonstrates organizational skills, tactfulness and calm; others respond favorably and with respect. | **🞆** | **🞆** | **🞆** | **🞆** | **🞆** |
| **Initiative**  Self-learner; works well independently; asks appropriate questions; seeks challenges; asks for and able to handle more work. | **🞆** | **🞆** | **🞆** | **🞆** | **🞆** |
| **Judgment** Demonstrates ability to make sound decisions, within boundaries, based on knowledge available. | **🞆** | **🞆** | **🞆** | **🞆** | **🞆** |
| **Work Habits**  Manages times effectively; punctual; attendance is regular; dresses appropriately; adheres to policies. | **🞆** | **🞆** | **🞆** | **🞆** | **🞆** |
| **Personal Attitudes**  Demonstrates persistence, integrity, and honesty; is dependable; accepts responsibility and criticism. | **🞆** | **🞆** | **🞆** | **🞆** | **🞆** |
| **Ability to Work in Field**  Understands terms and concepts and how to apply them. Well-prepared to perform tasks of an entry-level position in this field. | **🞆** | **🞆** | **🞆** | **🞆** | **🞆** |
| **Overall Performance of Student** | **🞆** | **🞆** | **🞆** | **🞆** | **🞆** |

**General Comments and Recommendations (attach additional sheet, if needed)**: