

FSDH Internship On-Site Supervisor Evaluation (FORM C, 2pgs)

Please circle: Mid- term      Final Evaluation

Student \_\_\_\_\_ Job Title \_\_\_\_\_  
 Starting Date \_\_\_\_\_ Date of Evaluation \_\_\_\_\_  
 Supervisor Name \_\_\_\_\_ Title \_\_\_\_\_  
 Company/Site \_\_\_\_\_ Department \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

This evaluation is designed primarily to provide feedback on job performance and related issues to assist the student in his/her academic, personal, and professional development. Please review and discuss your evaluation with the student.

Record your appraisal of the student's performance by checking the appropriate block after each item. **For any items with a rating of "1" or "2", provide an explanation in the space provided below each section.** Comments on any other items would also help the student. Use "N/A" if there has been no opportunity to observe the skill, or if it is not relevant to the work setting.

Unsatisfactory      Satisfactory      Excellent

I.            RELATIONS WITH OTHERS            1            2            3            4            5            N/A (not observed or not relevant)

Ability to communicate with staff						
Ability to communicate with clients						
Ability to work with and for others						
Comments						

II.            SUPERVISION

Ability to seek and use help						
Openness to constructive criticism						
Ability to work independently						
Comments						

III.            PERSONAL QUALITIES

Decision making						
Trust and confidentiality						
Initiative						
Creativity						
Dependability						
Punctuality						
Personal appearance						
Ability and willingness to learn						
Adaptability						
Adherence to site rules/norms						
Comments						

IV. SKILLS

Verbal communication						
Written communication						
Problem analysis and solving						
Application of theory						
Organizing/seeing assignments through						
Making and meeting deadlines						
Understanding organizational structure						
Contributing to organization's goals						
Comments						

V. PERFORMANCE

List 3 to 5 primary tasks performed by the student in fulfilling his/her responsibilities. Rate the performance of each.

Below Expectations                      Satisfactory                      Beyond Expectations  
1    2    3    4    5

	TASK	RATING	COMMENTS
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

Overall contribution to organization \_\_\_\_\_

Please use the back of the sheet or attach an additional sheet for A. –C. and if further comments are needed

- A. What development have you observed in the student's skills, knowledge, personal and/or professional performance?
- B. In what specific areas can the student work toward improvement of performance, knowledge, and/or skill development?
- C. What suggestions or advice to you have for the student regarding further study or skill development which would be helpful for future job placements and pursuing a career in this field?

SUPERVISOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Please return to: Jenny Simon, Internship Coordinator, Family Studies and Human Development, P.O. Box 210078, Tucson, AZ 85721 Phone: (520) 621-7138 FAX: (520) 621-9445