

SUPERVISOR'S EVALUATION FORM

For Clemson GC Intern

Return to:
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Student Intern's Name _____

Sponsoring Company _____

Work period: From _____ to _____ Rate of pay for this work period \$ _____

Please give a brief description of duties performed during this work period:

Rated by: (Preferably immediate supervisor) _____

Title: _____ Department _____ Date: _____

Student's attendance: Regular Irregular **Punctuality:** Regular Irregular

Overall performance:

(A)	(B)	(C)	(D)	(F)
Outstanding	Very Satisfactory	Satisfactory	Barely Satisfactory	Unsatisfactory

What suggestions do you have for this student which might increase his/her value to the organization and further his/her professional development?

This report has been discussed with the student? Yes No

Student's signature (if reviewed) _____

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Student's Name _____

PERFORMANCE & PROFESSIONAL DEVELOPMENT RECORD

The areas of performance listed in this section are generally applicable to most positions. The rater is encouraged to add specific items, cite examples, or write explanations where necessary to clarify meaning.

A. POSITION PERFORMANCE: Assign a numerical value from 1 to 5 in the PROFILE column of the following chart to reflect the relative strengths and weaknesses of the student in each performance category. Please leave a blank space for any category which does not correspond to the student's assignment and/or which you do not have sufficient information to make an evaluation.

- | | |
|-------------------------|--|
| Numerical Value | Performance Description |
| 1 (Outstanding) | —the best, or one of the best trainees you have every supervised in this category. |
| 2 (Very Satisfactory) | —above average but not outstanding. |
| 3 (Satisfactory) | —average ability, commensurate with the demands of the position. |
| 4 (Barely Satisfactory) | —lacking in some important respects or generally below average. |
| 5 (Unsatisfactory) | —due to attitude, lack of ability or failure to use it, or any other cause. |

CATEGORY	PROFILE	COMMENTS, EXAMPLES, OBSERVATIONS
1. Volume of work produced		
2. Quality of work produced		
3. Analytical ability		
4. Sensitivity to problems & ability to resolve		
5. Accuracy and thoroughness		
6. Ability to work under pressure		
7. Effectiveness in oral communications		
8. Effectiveness in written communications		
9. Original and creative thinking		
10. Ability to learn		
11. Technical ability		
12. Other:		

B. WORK HABITS: Check which best describes the student's individual work habits. Please evaluate each characteristic individually.

CATEGORY	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	COMMENTS, EXAMPLES, OBSERVATIONS
1. Effectiveness in preparing & organizing work				
2. Takes the initiative				
3. Has the ability to adjust to non-routine assignments				
4. Keeps constructively busy & mentally alert				
5. Has healthy attitude towards organization, company objectives and policies				
6. Ability to work under pressure				
7. Effectiveness in oral communications				
8. Effectiveness in written communications				
9. Demonstrates a willingness to accept responsibility				
10. Other:				