

Queen's Undergraduate Internship Program (QUIP)

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Student Work Performance Evaluation

Student Name:		
Degree Program:		Year __#__ of a __#__ year program
Work Term Evaluation:	8 month	
Company:		
Job Title:		
Employment Period:	(dd/mm/yy)	to (dd/mm/yy)
Key Job Duties:		

Supervisor Comments: Please rate the student's performance in each of the following by checking the box which best describes his/her performance.

QUALITY OF WORK

- Very thorough. Errors few if any.
 High level. Only occasional corrections needed.
 Work usually passes review. Few errors.
 Erratic quality. Not thorough. Work review required.
 Not measurable/ applicable

Comments _____

QUANTITY OF WORK

- Exceptionally fast, efficient. Often handles extra work.
 Deadlines always met. Willing to handle extra work.
 Steady results. Usually on time with assignments.
 Frequently late in completing assignments. Needs prodding.
 Not measurable/ applicable

Comments _____

INITIATIVE AND DEDICATION

- Self-starter. Seeks challenge. Attacks problems, solves on own.
 Needs minimal supervision. Tries to exceed standards.
 Puts generally good effort into work. Meets standards.
 Shows minimal interest in meeting standards. Needs close supervision.
 Not measurable/ applicable

Comments _____

COOPERATION AND TEAM WORK

- Always works in harmony with others. Great team player.
 Congenial and helpful. Works well with associates.
 Most relations with others are harmonious under normal conditions.
 Difficult to work with at times. Sometimes antagonizes others.
 Not measurable/ applicable

Comments _____

JUDGEMENT

Unusual ability to develop alternatives. Openly accepts responsibilities.

Good methodical thought processes. Good problem solving. Seeks counsel when necessary.

Makes decisions based on company policies. Generally seeks counsel.

Lacks confidence. Seeks supervision. Avoids responsibilities.

Not measurable/ applicable

Comments _____

LEADERSHIP

High desire to achieve. Tactful. Excellent example for other workers.

Good tolerance level. Accepts new challenges. Sets good examples.

Calm and tactful. Displays patience. Tries to learn from criticism.

Sometimes tactless. Reluctantly accepts criticism and ideas of others.

Not measurable/ applicable

Comments _____

ADAPTABILITY

Adapted instantly and successfully. Makes others comfortable.

Adapted quickly and successfully. No problems.

Comfortable in the work place. Few problems.

Uncomfortable in the work place. Reluctant to attempt change.

Not measurable/ applicable

Comments _____

MAJOR STRENGTHS: _____

AREAS FOR IMPROVEMENT: _____

OVERALL PERFORMANCE: _____

Supervisor's Name: _____

please print

Supervisor's Signature: _____

Date: _____ Telephone #: _____

Student Comments:

I have read this evaluation and discussed it with my supervisor. I feel that it is a fair assessment of my performance.

Date: _____ Student's Signature _____

As discussed in the pre-departure workshop, the term of the internship will allow you an excellent opportunity to add new skills to your professional portfolio. The addition of this section to the evaluation will allow you an opportunity to articulate some of the skills you are learning and give you an opportunity to reflect on your progress throughout your internship. Each 4-month evaluation report you receive will have a different focus for your career/skills development. We hope you'll find this to be a worthwhile exercise that can, at the end of your internship, benefit you.

For your 4-month evaluation, I asked the question:

What was it that prompted you to decide to take this internship and what specific skills including those outside of the obvious technical skills, are you hoping to gain from your internship?

You're now almost 8 months into your work term, with time to have worked on some of these objectives. You have also had time to reflect on some of your accomplishments or set goals to ensure that you accomplish your objectives. Listed below are some of the replies to the 4-month evaluation question.

- *apply my education*
- *gain insight into future career paths*
- *communicate effectively*
- *gain a level of maturity*
- *taste what the working world felt like*
- *gain communication skills*
- *improve time management and organization skills*
- *how to professionally interact with coworkers*
- *learn about the structure of an office*
- *networking opportunities*
- *gain a wealth of technical experience*
- *learn some practical skills that would hopefully put into perspective the application of my academic skills*
- *see real life applications*
- *gain a lot of soft-skills such as presentation, networking and communication*
- *a taste for what it is like to work as a full time employee*

You'll notice several similar threads run through this list. During the internship you all want to *gain experience, see what the workplace is like, gain professional, not just technical skills and network*. Expanding on these four topics, this 8-month career/skills development portion of your evaluation will now ask you to answer some questions that look at each of these topics. Please take this opportunity, not only to reflect on what you are taking away from your internship, but also to reflect on how your internship will provide you with a foundation for the job search process in your final year.

Give an example of a new experience you have had at work?

How have you found the transition from school to work? Is it what you thought? (easier/harder/more difficult/a breeze)
What are the best and worst aspects of the workplace?

What kind of professional skills have you gained during your internship? How have you applied them and how have they benefited you personally? (e.g. skills such as communication, organization and time management)

And finally, networking. The internship is an excellent opportunity for you to meet new colleagues in the workplace. Have you taken advantage of networking opportunities during your internship? What have you done to expand your list of either potential employers or potential coworkers?

One final request:

QUIP could use your quote! QUIP values comments from participants. Please consider sharing your thoughts about your internship experience. What makes QUIP a good experience? Providing the comment below signifies your permission to allow us to use the quote for promotion.

Date: _____

Student's Signature _____