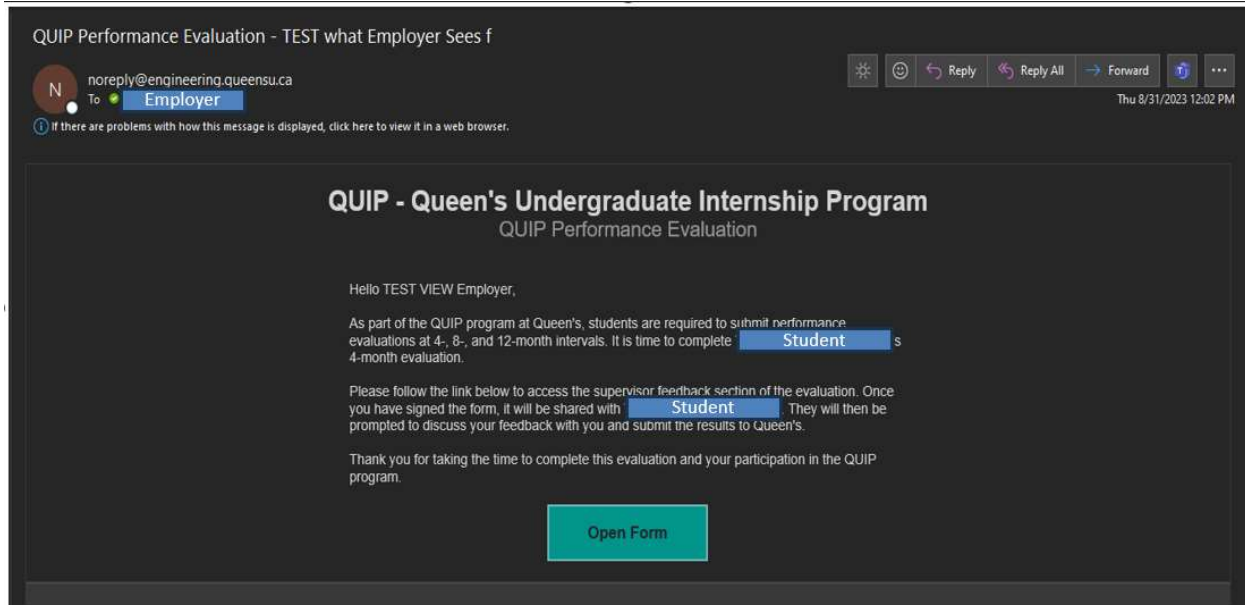


QUIP Performance Evaluation Employer View

Prompt Email



Form Information

QUIP Performance Evaluation

QUIP QUEEN'S UNDERGRADUATE
INTERNSHIP PROGRAM

Part One - Supervisor's Evaluation

Student initiates the process with contact information and details about the position.

Student Information

Student Name * [Redacted]	Student Email * [Redacted]@queensu.ca
Queen's NetID * [Redacted]	Degree Program
Faculty FEAS	
Appropriate Faculty Email [Redacted]@queensu.ca	
Intern Job Title * [Redacted]	Company Name * [Redacted]
Evaluation Milestone 4-month	Due Date <input checked="" type="radio"/> January 1 <input type="radio"/> May 1 <input type="radio"/> September 1
Key Job Duties [Redacted]	

Supervisor may add to the student response where appropriate.

Employer Information

Interns fill out current information about their supervisor. Supervisors may add or adjust where required.

Supervisor Name *

Supervisor Job Title

Phone

Supervisor's Email *

This field may be filled by the intern or the supervisor.

When you have filled in all of the relevant information, click the "Send to Supervisor" button at the bottom of the form to request their feedback.

Supervisor Feedback Fields

Supervisor Feedback

If you are unable to complete this form in one sitting, you may select the "Save Progress" button at the bottom of the form to send a resume link to your email.

Quality of Work

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

Quality of Work Comments

Quantity of Work

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

Quantity of Work Comments

Initiative and Dedication

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

Initiative and Dedication Comments

Cooperation and Teamwork

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

Cooperation and Teamwork Comments

Judgement

- 4 - Unusual ability to develop alternatives. Openly accepts responsibilities.
- 3 - Good methodical thought processes. Good problem solving. Seeks council when necessary.
- 2 - Makes decisions based on company policies. Generally, seeks council.
- 1 - Lacks confidence. Seeks supervision. Avoids responsibilities.
- Not measurable/applicable

Judgement Comments

Leadership

- 4 - High desire to achieve. Tactful. Excellent example for other workers.
- 3 - Good tolerance level. Accepts new challenges. Sets good examples.
- 2 - Calm and tactful. Displays patience. Tries to learn from criticism.
- 1 - Sometimes tactless. Reluctantly accepts criticism and ideas of others.
- Not measurable/applicable

Leadership Comments

Adaptability

- 4 - Adapted instantly and successfully. Makes others comfortable.
- 3 - Adapted quickly and successfully. No problems.
- 2 - Comfortable in the workplace. Few problems.
- 1 - Uncomfortable in the workplace. Reluctant to attempt change.
- Not measurable/applicable

Adaptability Comments**Written Communication**

- 4 - Always clear, well organized, and easily understandable.
- 3 - Usually clear, well organized, and understandable; needs occasional checking/editing.
- 2 - Sometimes clear and organized; requires some checking and editing.
- 1 - Not consistently clear and concise; requires frequent checking and editing.
- Not measurable/applicable

Written Communication Comments

Written Communication Comments

Oral Communication

- 4 - Always clear, well organized, easily understandable; excellent public speaker
- 3 - Usually clear, well organized, and understandable; comfortable speaking/presenting to groups
- 2 - Sometimes clear and organized, developing public speaking skills
- 1 - Occasionally encounters difficulty with expressing ideas clearly; some discomfort with public speaking
- Not measurable/applicable

Oral Communication Comments

General Feedback

Major Strengths

Areas for Improvement

Overall Performance

Submission Notice

QUIP Performance Evaluation

Thank you for providing feedback to your QUIP employee. Your responses will be shared with Student and they will be instructed to discuss your comments with you and acknowledge the assessment.