QUIP Performance Evaluation Employer View

Prompt Email

Hello TEST VIEW Employer,

As part of the QUIP program at Queen’s, students are required to submit performance evaluations at 4, 8, and 12 month intervals. It is time to complete the 4 month evaluation.

Please follow the link below to access the supervisor feedback section of the evaluation. Once you have signed the form, it will be shared with [Student]. They will then be prompted to provide feedback with you and submit the results to Queen’s.

Thank you for taking the time to complete this evaluation and your participation in the QUIP program.

Open Form

Form Information
Supervisor Feedback Fields

**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
- 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.
- 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
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 QUPI employee. Your responses will be shared with the student and they will be instructed to discuss your comments with you and acknowledge the assessment.