

# Queen's Undergraduate Internship Program (QUIP)

Student Name: \_\_\_\_\_  
CAREER / SKILLS DEVELOPMENT  
12 month

Hello Everyone!

I hope everything continues to go well on your internship. This is your 12-month evaluation; please return by your 12 month mark. This evaluation has taken a slightly different format, with the focus on Career/Skills Development first. This is quite intentional because I would like to offer you the opportunity to give you some tools to help prepare for your performance evaluation. This self-review is a slightly edited version of the current worksheet used by Queen's University employers.

For those of you that are completing a 12-month internship, some of the questions will not apply. For those of you on a 16-month internship, you still have 4-months in order to focus on completing a specific project you have an interest in or addressing some concerns, so I hope everyone will find this a helpful exercise.

Self-Review questions:

- Overall, the activities which I **did best**.
- Overall, the activities which I **did less well**.
- Aspects of my job which **interest me the most**.
- Aspects of my job which **interest me the least**.
- **Suggestions to increase my effectiveness** or understanding of my job responsibilities.
- Some areas where **results fell short of plans**, and the reasons why.
- Work-related strengths and interests that I **would like to build on** in the last few months of my internship.
- **Things I could do** which might help me to pursue my career aspirations.
- **Other comments or concerns** I wish to have considered in the review of my performance for this review period.

A work performance evaluation is an opportunity for you and your manager to reflect on your performance and these questions will help you prepare. A work evaluation should not be something your manager completes without you, nor should it be a one-sided conversation. This is your opportunity to discuss issues that may have arisen since your last appraisal. This is also your opportunity to highlight your successes and to learn from experiences that may have caused you difficulties.

Please take the time to give some thought to these questions; ideally answering them on a separate sheet and putting it in your portfolio, and before you arrange a meeting with your manager to discuss your performance. You are not required to return this Career/Skills Development worksheet. It is your personal reflection of your performance and will only help you with your preparation for interviews this fall.

The work performance evaluation is due at the 12 month mark of your internship.

Thank you!

QUIP Coordinator, Queen's Undergraduate Internship Program (QUIP) 613-533-6000 77324

# Queen's Undergraduate Internship Program (QUIP)

QUIP Coordinator  
 Internship Program (QUIP)  
 Phone: 613-533-6000 Ext. 77324  
 Fax: 613-533-2535  
 Email: [quip@queensu.ca](mailto:quip@queensu.ca)

## Student Work Performance Evaluation

Student Name:		
Degree Program:		Year __#__ of a __#__ year program
Work Term Evaluation:	12 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 \_\_\_\_\_