Student Work Performance Evaluation – 12 Month
PART 1. Supervisor’s Evaluation

Guidelines: Please rate the student’s performance in each of the following categories by checking the box which best indicates their performance and providing individualized comments where appropriate.

DATE: ____________________________

Student Information:

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Job Title:</th>
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<tbody>
<tr>
<td>Degree Program:</td>
<td>Company Name:</td>
</tr>
<tr>
<td>Key Job Duties:</td>
<td></td>
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Employer Information:

<table>
<thead>
<tr>
<th>Supervisor Name:</th>
<th>Job Title:</th>
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<tbody>
<tr>
<td>Phone:</td>
<td>Email:</td>
</tr>
</tbody>
</table>

QUIP Contact Information:

Queen’s University | Career Services
QUIP Coordinators
Tel: 613-533-2992
Fax: 613-533-2535
Email: quip@queensu.ca
1. **QUALITY OF WORK**

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<table>
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<tbody>
<tr>
<td>☐ Very thorough. Errors few if any.</td>
<td>☐ High level. Only occasional corrections needed.</td>
</tr>
<tr>
<td>☐ Not measurable/Applicable.</td>
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**Comments:**

2. **QUANTITY OF WORK**

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<tr>
<td>☐ Exceptionally fast, efficient. Often handles extra work.</td>
<td>☐ Deadlines always met. Willing to handle extra work.</td>
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<tr>
<td>☐ Steady results. Usually on time with assignments.</td>
<td>☐ Frequently late in completing assignments. Needs prodding.</td>
</tr>
<tr>
<td>☐ Not measurable/Applicable.</td>
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**Comments:**

3. **INITIATIVE AND DEDICATION**

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<tbody>
<tr>
<td>☐ Puts generally good effort into work. Meets standards.</td>
<td>☐ Shows minimal interest in meeting standards. Needs close supervision.</td>
</tr>
<tr>
<td>☐ Not measurable/Applicable.</td>
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**Comments:**

4. **COOPERATION AND TEAMWORK**

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<tr>
<td>☐ Always works in harmony with others. Great team player.</td>
<td>☐ Congenial and helpful. Works well with associates.</td>
</tr>
<tr>
<td>☐ Most relations with others are harmonious under normal conditions.</td>
<td>☐ Difficult to work with at times. Sometimes antagonizes others.</td>
</tr>
<tr>
<td>☐ Not measurable/Applicable.</td>
<td></td>
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</table>

**Comments:**

5. **JUDGEMENT**

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</thead>
<tbody>
<tr>
<td>☐ Not measurable/Applicable.</td>
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</table>

**Comments:**

Website: [http://careers.queensu.ca](http://careers.queensu.ca)
### 6. 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:**

### 7. ADAPTABILITY

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

**Comments:**

### 8. WRITTEN COMMUNICATION

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

**Comments:**

### 9. ORAL COMMUNICATION

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

**Comments:**

### General Feedback:

**MAJOR STRENGTHS**

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AREAS FOR IMPROVEMENT

OVERALL PERFORMANCE

SUPERVISOR:

Supervisor (Name)  Signature (Signature)  Date

STUDENT:

I, ____________________________ (student name), have read this evaluation and discussed it with my supervisor. I feel that it is a fair assessment of my performance.

Student (Name)  Student (Signature)  Date

Student Comments:
CAREER / SKILLS DEVELOPMENT

A work performance evaluation is an opportunity for you and your supervisor to reflect on your performance and these questions will help you prepare. A work evaluation should not be something your supervisor 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.

Now that you are coming to the end of your internship (either finishing at the end of this month, or staying on for your final four months), this final evaluation asks you to do some deeper reflecting on your experience. You are NOT required to submit the student portion of the evaluation this time – please use the questions and ideas below as a guide for your own self-reflective process. Thinking through the answers to these questions will assist you engaging in a meaningful final evaluation with your supervisor.

Self-Reflection questions:

- Overall, what activities did I enjoy most?
- Overall, what activities did I do best?
- Overall, what activities did I find most challenging?
- Overall, what activities did I like the least, or need to improve on?
- What are some of the suggestions I’ve received to increase my effectiveness or understanding of my job responsibilities?
- What are some of the areas where I fell short of my plans or did not meet my goals?
- What are some of the work-related goals and interests that I would like to build on in the last few months of my internship?
- What things could I do before I leave that could help me pursue my career aspirations?
- Are there other comments or concerns I would like to discuss with my supervisor before the end of my internship?

The work performance evaluation is due at the 12-month mark of your internship. If you have any photos or final testimonials that you would like to send us, please send those along with this final evaluation!

Thank you!