Student Work Performance Evaluation – 16 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>
</tr>
</thead>
<tbody>
<tr>
<td>Degree Program:</td>
<td>Company Name:</td>
</tr>
<tr>
<td>Key Job Duties:</td>
<td></td>
</tr>
</tbody>
</table>

Employer Information:

<table>
<thead>
<tr>
<th>Supervisor Name:</th>
<th>Job Title:</th>
</tr>
</thead>
<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
Website: http://careers.queensu.ca
### 1. QUALITY OF WORK


Comments:

______________________________________________

### 2. 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:

______________________________________________

### 3. INITIATIVE AND DEDICATION


Comments:

______________________________________________

### 4. COOPERATION AND TEAMWORK

| ☐ 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:

______________________________________________

### 5. JUDGEMENT


Comments:

______________________________________________

### 6. LEADERSHIP


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:

____________________________________________________________________________________

MAJOR STRENGTHS


AREAS FOR IMPROVEMENT


OVERALL PERFORMANCE


____________________________________________________________________________________

Supervisor (Name)  Signature (Signature)  Date

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:

____________________________________________________________________________________