

# Final Performance Evaluation

Student: \_\_\_\_\_ Site Name: \_\_\_\_\_  
 Faculty Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
 Site Supervisor: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Site Supervisor Instructions:**

- The Final Evaluation is used to determine the overall performance and development of the student since the start of their practicum with your agency.
- Please review this evaluation with the student and submit it to them. Students are responsible for submitting the completed evaluation in Blackboard.

Site Supervisor please check (v) the appropriate box.

Does Not Meet Needs Of	Approaching Job Requirements	Meets Job Requirements	Exceeds Job Requirements	Not Applicable	
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**Section A: Student's General Professional Performance**

		Does Not Meet Needs Of	Approaching Job Requirements	Meets Job Requirements	Exceeds Job Requirements	Not Applicable	
<b>Behavior</b>	Professional appearance (e.g. neatness, appropriate dress)						
	Seeks responsibility						
	Demonstrates initiative						
	Dependability (e.g. punctual, completes work)						
	Accepts direction and constructive criticism						
	Ability to work independently						
	Motivation (e.g. enthusiasm, attitude towards duties)						
	Resourcefulness (e.g. use of resources, varied approaches/ideas)						
	Offers opinions and suggestions						
<b>Relations</b>	Rapport with staff (e.g., co-workers, volunteers)						
	Interaction with public (i.e., clients, participants, patients)						
	Understands needs of clients						
	Ability to plan for client's needs						
	Adaptability (e.g., adjusts plans/actions according to situation)						
<b>Performance/knowledge</b>	Planning and organizing work schedule (e.g., time management)						
	Judgment (e.g., common sense, problem solving skills)						
	Task accomplishment						
	Oral communication						
	Written communication						
	Evaluation, self-improvement						
	Leadership ability						
	Quantity of work						
	Quality of work						
	Understanding of agency's goals and operations						
	Knowledge of field						

**Overall Rating of Intern's Performance for Your Agency:** \_\_\_\_\_

**Section B: Written Evaluation of Student’s Performance**

For each of the criteria below, briefly comment on the intern’s abilities, strengths and weaknesses in the space provided.

1. Knowledge (e.g., requisite skills, current knowledge and skill of profession)
  
  
  
  
  
  
  
  
  
  
2. Leadership (e.g., instills confidence in others, organization, group spirit and cooperation, maintains an attitude of objectivity and fairness, communication)
  
  
  
  
  
  
  
  
  
  
3. Communication (e.g., written, oral, electronic communication with supervisors, co-workers and public; courtesy, insight, respect, tact)
  
  
  
  
  
  
  
  
  
  
4. Additional Comments

Signatures\*

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

*\*Signing this form indicates the supervisor and student have reviewed and discussed the evaluation. It does not necessarily indicate the student’s agreement with the content. Supervisors may append additional comments about the intern’s performance.*

**\*\*Please note that this evaluation is part of the student’s (intern’s) overall grade in this fieldwork experience course, and is protected by the Family Educational Rights and Privacy Act (FERPA). Therefore, the information provided in this evaluation is restricted to the student, the student’s (intern’s) direct site supervisor(s), and the student’s (intern’s) university faculty supervisor and internship coordinator.**