

Project/internship Supervisor Evaluation of Student Performance

Student: _____

- 1. Unsatisfactory (Never demonstrates this ability/does not meet expectations)
- 2. Uncomplimentary (Seldom demonstrates this ability/rarely meets expectations)
- 3. Fair (Sometimes demonstrates this ability/meets expectations)
- 4. Commendable (Usually demonstrates this ability/sometimes exceeds expectations)
- 5. Exceptional (Always demonstrates this ability/consistently exceeds expectations)

If any criteria are not applicable to this internship experience, please leave the response blank.

	1	2	3	4	5
A. Ability to Learn					
1. Asks pertinent and purposeful questions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Seeks out and utilizes appropriate resources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Accepts responsibility for mistakes and learns from experiences	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B. Reading/Writing/Computation Skills					
1. Reads/comprehends/follows written materials	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Communicates ideas and concepts clearly in writing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C. Listening & Oral Communications Skills					
1. Listens to others in an active and attentive manner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Effectively participates in meetings or group settings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Demonstrates effective verbal communication skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D. Creative Thinking & Problem Solving Skills					
1. Breaks down complex tasks/ problems into manageable pieces	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Brainstorms/develops options and ideas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Demonstrates an analytical capacity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E. Professional & Career Development Skills					
1. Exhibits self-motivated approach to work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Demonstrates ability to set appropriate priorities/goals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Exhibits professional behavior and attitude	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F. Interpersonal & Teamwork Skills					
1. Manages and resolves conflict in an effective manner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Supports and contributes to a team atmosphere	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Demonstrates assertive but appropriate behavior	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G. Organizational Effectiveness Skills					
1. Seeks to understand and supports the organization's mission/goals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Fits in with the norms and expectations of the organization	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Works within appropriate authority and decision-making channels	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	1	2	3	4	5	N/A
H. Basic Work Habits						
1. Reports to work as scheduled and on---time	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2. Exhibits a positive and constructive attitude	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3. Dress and appearance are appropriate for this organization	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

I. Character Attributes						
1. Brings a sense of values and integrity to the job	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2. Behaves in an ethical manner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3. Respects the diversity (religious/cultural/ethnic) of co---workers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

J. Technical Knowledge, Skills, and Abilities						
1. Demonstrates competency in field of study	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2. Able to work independently or with minimal supervision after training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3. Demonstrates technical competency using computer and other equipment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

K. Comments:

L. Overall Performance

Unsatisfactory Poor Average Good Outstanding

Employer/instructor Signature: _____

Date: _____

Title/Position: _____

Telephone: _____

Email: _____

*Please return this form to Department Head, Department of Fish and Wildlife Conservation,
Virginia Tech, Blacksburg, VA 24061--- 0321 or email to dkeith@vt.edu*