### Supervisor Feedback & Evaluation Form

Complete after the final reflection meeting or at the conclusion of the work-based learning experience.

| **STUDENT INFORMATION** |
| --- |
| Student’s Name: |
| Student’s Role (check one):  Intern (off-campus)  Intern (on-campus)  Micro-intern  Project team member  Other |
| Start Date:    End Date: |
| **SUPERVISOR INFORMATION** |
| Name:    Job Title: |
| Organization: |
| Email:    Phone: |

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**PERFORMANCE REVIEW**

**1. Please evaluate this student intern on the following items by checking the appropriate rating.**

|  | Excellent | Very Good | Satisfactory | Needs Improvement | Unsatisfactory | N/A |
| --- | --- | --- | --- | --- | --- | --- |
| *Arrived to work on-time* |  |  |  |  |  |  |
| *Behaved in a professional manner* |  |  |  |  |  |  |
| *Effectively performed assignments* |  |  |  |  |  |  |
| *Oral communication skills* |  |  |  |  |  |  |
| *Written communication skills* |  |  |  |  |  |  |
| *Computer Skills* |  |  |  |  |  |  |
| *Ability to work with others* |  |  |  |  |  |  |
| *Ability to adapt to a variety of tasks* |  |  |  |  |  |  |
| *Willingness to ask for help and guidance* |  |  |  |  |  |  |
| *Quality of work* |  |  |  |  |  |  |
| *Demonstrated critical thinking and problem-solving skills* |  |  |  |  |  |  |
| *Making and meeting deadlines* |  |  |  |  |  |  |
| *Demonstrated initiative* |  |  |  |  |  |  |
| *Seemed interested and in and enthusiastic about the experience* |  |  |  |  |  |  |

**2. Describe the ways the student’s performance benefited your organization.**

**3. What development have you observed in the student’s skills, knowledge, personal and/or professional performance?**

**4. What do you consider to be the student’s strengths?**

**5. In what areas does the student need to improve?**

**6. Overall, how do you rate your experience with this student?**

**EXCELLENT**  **GOOD**  **AVERAGE**  **POOR**

**SUPERVISOR’S SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**