Appendix 3. Supervisor Evaluation of Student Performance

Student: ____________________________  ID#: ________________________________

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.

A. Ability to Learn
   1. Asks pertinent and purposeful questions 1 2 3 4 5
   2. Seeks out and utilizes appropriate resources 1 2 3 4 5
   3. Accepts responsibility for mistakes and learns from experiences 1 2 3 4 5

B. Reading/Writing/Computation Skills
   1. Reads/comprehends/follows written materials 1 2 3 4 5
   2. Communicates ideas and concepts clearly in writing 1 2 3 4 5

C. Listening & Oral Communications Skills
   1. Listens to others in an active and attentive manner 1 2 3 4 5
   2. Effectively participates in meetings or group settings 1 2 3 4 5
   3. Demonstrates effective verbal communication skills 1 2 3 4 5

D. Creative Thinking & Problem Solving Skills
   1. Breaks down complex tasks/problems into manageable pieces 1 2 3 4 5
   2. Brainstorms/develops options and ideas 1 2 3 4 5
   3. Demonstrates an analytical capacity 1 2 3 4 5

E. Professional & Career Development Skills
   1. Exhibits self-motivated approach to work 1 2 3 4 5
   2. Demonstrates ability to set appropriate priorities/goals 1 2 3 4 5
   3. Exhibits professional behavior and attitude 1 2 3 4 5

F. Interpersonal & Teamwork Skills
   1. Manages and resolves conflict in an effective manner 1 2 3 4 5
   2. Supports and contributes to a team atmosphere 1 2 3 4 5
   3. Demonstrates assertive but appropriate behavior 1 2 3 4 5

G. Organizational Effectiveness Skills
   1. Seeks to understand and supports the organization’s mission/goals 1 2 3 4 5
   2. Fits in with the norms and expectations of the organization 1 2 3 4 5
   3. Works within appropriate authority and decision-making channels 1 2 3 4 5
H. Basic Work Habits
1. Reports to work as scheduled and on-time 1 2 3 4 5
2. Exhibits a positive and constructive attitude 1 2 3 4 5
3. Dress and appearance are appropriate for this organization 1 2 3 4 5

I. Character Attributes
1. Brings a sense of values and integrity to the job 1 2 3 4 5
2. Behaves in an ethical manner 1 2 3 4 5
3. Respects the diversity (religious/cultural/ethnic) of co-workers 1 2 3 4 5

J. Technical Knowledge, Skills, and Abilities
1. Demonstrates competency in field of study 1 2 3 4 5 N/A
2. Able to work independently or with minimal supervision after training 1 2 3 4 5 N/A
3. Demonstrates technical competency using computer and other equipment 1 2 3 4 5 N/A

K. Comments:

L. Overall Performance

<table>
<thead>
<tr>
<th>Unsatisfactory</th>
<th>Poor</th>
<th>Average</th>
<th>Good</th>
<th>Outstanding</th>
</tr>
</thead>
</table>

Evaluator’s 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