

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

Unsatisfactory Poor Average Good Outstanding

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