Student _____________________________________________   Date  _____________
Placement/Agency _______________________________________________________
Placement supervisor _____________________________________________________
Date of Internship:  From: __________________________   To:  __________________
Description of Student's Role _______________________________________________

To the Placement supervisor: In each category, place a check mark opposite the one phrase that describes the Student intern most accurately.

1. ABILITY TO FOLLOW INSTRUCTIONS
   _____ Uses initiative in interpreting and following instructions
   _____ Usually follows instructions with no difficulty
   _____ Follows instructions with some difficulty
   _____ Needs repeated detailed instructions

2. APPEARANCE
   _____ Exceptionally neat and appropriately dressed
   _____ Neat and appropriately dressed
   _____ Satisfactory appearance and dress
   _____ Sometimes neglectful of appearance and dress

3. ATTITUDE TOWARD WORK
   _____ Takes a keen interest in the training and takes initiative to learn
   _____ Shows interest in training and has desire to learn
   _____ Has some interest in the training
   _____ Shows little interest or enthusiasm for the training

4. ATTENDANCE AND PUNCTUALITY
   _____ Never absent or late without good cause
   _____ Seldom absent or late without good cause
   _____ Occasionally absent or late
   _____ Frequently absent or late

5. COOPERATION
   _____ Always cooperates eagerly and cheerfully
   _____ Usually cooperates eagerly and cheerfully
   _____ Cooperates willingly when asked
   _____ Cooperates reluctantly

6. PUBLIC RELATIONS
   _____ Extremely tactful and understanding in dealing with all types of clients/people
   _____ Usually poised, courteous, and tactful in dealing with clients/people
   _____ Tries to please clients
   _____ Sometimes lacks poise and seems indifferent to others
7. DEPENDABILITY
   _____ Meets all obligations unfailingly without supervision
   _____ Meets obligations with very little supervision
   _____ Meets obligations under careful supervision
   _____ Sometimes fails in obligations even under careful supervision

8. EXPENSE CONSCIOUS (Materials and Equipment)
   _____ Extremely careful in using materials and equipment
   _____ Uses good judgment in using materials and equipment
   _____ Takes average care in using materials and equipment
   _____ Careless about equipment and materials

9. WORK SKILLS
   _____ Possesses all of the essential skills and related information
   _____ Has an above average command of the essential skills and related information
   _____ Has an acceptable command of the skills and related information
   _____ Lacks the essential skills and related information

10. OBSERVANCE OF RULES
    _____ Always observes agency rules
     _____ Seldom disregards agency rules
     _____ Observes most of the agency rules
     _____ Frequently neglects agency rules

11. QUALITY OF WORK
     _____ Has aptitude for doing neat, accurate work, and exceeding the requirements
     _____ Does more than required amount of neat, accurate work
     _____ Does normal amount of acceptable work
     _____ Does less than required amount of satisfactory work
## Supervisor’s Final Evaluation for HS Interns

### 32. OVERALL EVALUATION OF STUDENT’S TRAINING

<table>
<thead>
<tr>
<th></th>
<th>Needs Improvement</th>
<th>Fair</th>
<th>Average</th>
<th>Very Good</th>
<th>Excellent</th>
<th>Not Applicable</th>
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### 33. What traits may help or hinder the student’s advancement?

_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

### 34. Would you recommend this student to pursue a career related to this experience? If so, what additional recommendations would you make to better prepare the student for such a career?

_______________________________________________________________________________
_______________________________________________________________________________

### Table

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<tr>
<th><strong>Personal Qualities</strong></th>
<th>Needs Improvement</th>
<th>Fair</th>
<th>Average</th>
<th>Very Good</th>
<th>Excellent</th>
<th>Not Applicable</th>
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<tr>
<td>12. Stability, maturity</td>
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<td>13. Sensitivity, non-judgmental attitude</td>
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<td>14. Vitality, enthusiasm</td>
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<td>15. Ability to apply learning</td>
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<td>16. Use of good judgment</td>
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<td>17. Integrity, values importance of confidentiality</td>
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<td>18. Flexibility, acceptance of divergence</td>
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<td>19. Sense of commitment and involvement with others</td>
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<tr>
<th><strong>Role Expectations Within Agency Setting</strong></th>
<th>Needs Improvement</th>
<th>Fair</th>
<th>Average</th>
<th>Very Good</th>
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<th>Not Applicable</th>
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<td>20. Understanding of agency function and operation</td>
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<td>21. Ability to use resources creatively</td>
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<td>22. Work load organization</td>
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<td>23. Colleague relationship</td>
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<td>24. Work with groups</td>
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<td>25. Ability to implement role demands as an Human Service Intern</td>
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<td>26. Understanding of individual job responsibilities</td>
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<tr>
<th><strong>Demonstration of Professional Qualities</strong></th>
<th>Needs Improvement</th>
<th>Fair</th>
<th>Average</th>
<th>Very Good</th>
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<th>Not Applicable</th>
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<td>27. Demonstrates conscious disciplined use of self</td>
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<td>28. Increasingly functions more autonomously in areas of competence</td>
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<td>29. Uses criticism constructively</td>
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<td>30. Skilled in counseling techniques, if applicable</td>
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<td>31. Uses and applies professional literature</td>
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35. What special problems, if any, affected this student’s performance of objectives (such as inappropriate timing of the experience, deficiencies in academic training, etc.)?

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Has this evaluation been discussed with the student? _____ Yes     _____ No

Comments:
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Placement supervisor’s Signature, Title

_________________________________________________________________________________

Date