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## HS-7: SUPERVISOR'S FINAL EVALUATION OF STUDENT HUMAN SERVICE INTERN

**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

1. **APPEARANCE**

\_\_\_\_\_Exceptionally neat and appropriately dressed

\_\_\_\_\_ Neat and appropriately dressed

\_\_\_\_\_ Satisfactory appearance and dress

\_\_\_\_\_ Sometimes neglectful of appearance and dress

1. **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

1. **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

1. **COOPERATION**

\_\_\_\_\_ Always cooperates eagerly and cheerfully

\_\_\_\_\_ Usually cooperates eagerly and cheerfully

\_\_\_\_\_ Cooperates willingly when asked

\_\_\_\_\_ Cooperates reluctantly

1. **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

1. **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

1. **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

1. **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

1. **OBSERVANCE OF RULES**

\_\_\_\_\_ Always observes agency rules

\_\_\_\_\_ Seldom disregards agency rules

\_\_\_\_\_ Observes most of the agency rules

\_\_\_\_\_ Frequently neglects agency rules

1. **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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| PLEASE CHECK THE MOST APPROPRIATE RESPONSE: | | Needs  Improvement | Fair | Average | Very  Good | Excellent | Not  Applicable |
| **Personal Qualities** | 1. Stability, maturity |  |  |  |  |  |  |
| 1. Sensitivity, non-judgmental attitude |  |  |  |  |  |  |
| 1. Vitality, enthusiasm |  |  |  |  |  |  |
| 1. Ability to apply learning |  |  |  |  |  |  |
| 1. Use of good judgment |  |  |  |  |  |  |
| 1. Integrity, values importance of confidentiality |  |  |  |  |  |  |
| 1. Flexibility, acceptance of divergence |  |  |  |  |  |  |
| 1. Sense of commitment and involvement with others |  |  |  |  |  |  |
| **Role Expectations Within Agency Setting** | 1. Understanding of agency function and operation |  |  |  |  |  |  |
| 1. Ability to use resources creatively |  |  |  |  |  |  |
| 1. Work load organization |  |  |  |  |  |  |
| 1. Colleague relationship |  |  |  |  |  |  |
| 1. Work with groups |  |  |  |  |  |  |
| 1. Ability to implement role demands as an Human Service Intern |  |  |  |  |  |  |
| 1. Understanding of individual job responsibilities |  |  |  |  |  |  |
| **Demonstration of Professional Qualities** | 1. Demonstrates conscious disciplined use of self |  |  |  |  |  |  |
| 1. Increasingly functions more autonomously in areas of competence |  |  |  |  |  |  |
| 1. Uses criticism constructively |  |  |  |  |  |  |
| 1. Skilled in counseling techniques, if applicable |  |  |  |  |  |  |
| 1. Uses and applies professional literature |  |  |  |  |  |  |

1. **OVERALL EVALUATION OF STUDENT'S TRAINING**

\_\_\_\_\_ Outstanding

\_\_\_\_\_ Above average

\_\_\_\_\_ Average

\_\_\_\_\_ Below average

\_\_\_\_\_ Poor

1. What traits may help or hinder the student's advancement?

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1. 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?

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1. What special problems, if any, affected this student's performance of objectives (such as inappropriate timing of the experience, deficiencies in academic training, etc.)?

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Has this evaluation been discussed with the student? \_\_\_\_\_ Yes \_\_\_\_\_ No

Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Placement supervisor's Signature, Title**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date**