STUDENT EVALUATION GUIDELINES

Appoquinimink School District

THE WORLD IS OUR CAMPUS

Please answer the following items based upon your experience observing the student intern. ***It is important that you be objective and candid in your assessment of the intern, as your responses bring credibility to the process.***

Employability Skill	Highly Effective	Effective	Needs Improvement	Ineffective
Collaboration & Teamwork • Acts and collaborates as a team member • Exhibits ability to work with diverse individuals • Interacts with supervisors, clients, and teammates appropriately	Works exceptionally well w/co-workers & external contacts	Works well in most situations	Has difficulty working with others	Uncooperative, does not work with others
Communication • Demonstrates effective verbal communication • Constructs effective written communication • Listens attentively and observes work environment	Demonstrates outstanding communication skills, and far exceeds our expectations	Acceptable communication for age and experience level	Communication needs improvement	Does not listen or communicate effectively
Professionalism & Ethics • Demonstrates integrity and ethical behavior • Manages time effectively including punctual attendance • Exhibits responsible and professional behaviors • Maintains appropriate grooming and attire • Appropriately uses personal & business technology • Understands and adheres to safety practices & policies	Always appropriate and professional. Far exceeds our expectations	Appropriate and professional for age and experience level	Professionalism needs improvement	Unacceptable behaviors or habits. Does not respond to feedback
Initiative & Self Direction • Demonstrates flexibility and adaptability when completing tasks • Takes initiative, is self directed and resourceful • Asks appropriate questions	Always engaged, looks for work to do, self motivated	Mostly engaged and completes most tasks given	Frequently off-task, has to be reminded of duties	Needs to be closely supervised
Critical Thinking/Problem Solving • Thinks critically, formulates, and solves problems • Demonstrates precision and accuracy • Utilizes systems thinking	Demonstrates outstanding abilities, far exceeds our expectations	Acceptable responses to procedures and/or situations	Often needs assistance in responding to procedures and/or situations	Experiences difficulty in responding to procedures and/or situations

Student Name: _____

Placement Site: _____

Supervisor's Signature: _____ **Date:** _____