

Community Service Work-Study Program: Supervisor Evaluation

Student: _____ Supervisor: _____

This two-part form is intended to help facilitate a useful conversation between supervisor and student at the midpoint and end of the Community Service Work-Study experience. (You may also find it helpful to file for writing future letters of reference for the student.) There is no need to return this form to the Haas Center. If your organization has another form for these purposes, please feel free to substitute.

	Excellent	Good	Fair	Poor	Unacceptable	Unable to comment
Knowledge and understanding of field and social issues.						
Knowledge of relevant issues						
Knowledge of existent solutions						
Understanding of links between relevant issues and other social problems						
Ability to consider innovative solutions						
Working in the community						
Involvement in the community						
Ability to relate with different groups in the community						
Knowledge and use of community resources						
Utilization of community members in project						
Adaptability to new situations						
Leadership skills and ability						
Initiative in taking responsibility						
Creativity in solving problems						
Decision-making ability						
Willingness to learn						
Ability to motivate others						
Setting high level of expectations for self/others						
Professional skills						
Oral communication						
Written communication						
Public speaking						
Professionalism						
Dependability						
Quality of work						
Ability to meet deadlines						
Understanding and acceptance of supervision						
Teamwork and cooperation						
Acceptance of criticism/feedback						

What are some areas in which the student demonstrated strengths or skills?

What are some areas in which the student needs to improve?

How well has the student fulfilled the responsibilities outlined in their job description?

How effective was communication between the student and others (coworkers, supervisors, community members)? Do you have any future recommendations for the student regarding communication?

What has been effective and not effective in your working relationship with the student? How does your management style fit with the student's work style? What lessons were learned?

Additional comments and recommendations for the student in their future jobs and work environments:

Thank you for your commitment to the student working with you and for being a valuable part of the CSWS Program.