

FORM G

Intern Evaluation Form
(For Majors in the Recreation Management Concentration)

PERFORMANCE APPRAISAL/EVALUATION

Please mark which evaluation you are completing at this time:

Midterm_____ Final_____

Student Name _____ Date _____

Supervisor _____

The purpose of this evaluation is to help the student continue the learning experience and to assist the faculty supervisor in assigning a grade for this course. Please rate the student on the following appraisal factors (1-5 scale) considering performance during the appropriate period (midterm or final) of the field experience. **Please complete and return as an e-mail attachment or you can fax it to our office: (916) 278-5053.**

- 5 = Exceptional performance. Consistently exceeds position requirements and standards.
- 4 = Consistently meets requirements, frequently exceeds standards.
- 3 = Satisfactorily meets position requirements and standards.
- 2 = Usually meets requirements. Rarely goes beyond minimum required. May occasionally fall below standards.
- 1 = Significant improvement required. Usually does not meet position requirements. Unacceptable performance.

Part 1

A. JOB KNOWLEDGE

Numerical ranking: _____

Specialized knowledge needed to perform the job functions.

Comments _____

B. INITIATIVE

Numerical ranking: _____

Creative ability, inventiveness and resourcefulness of the individual.

Comments _____

C. QUALITY OF WORK

Numerical ranking: _____

The degree of excellence of work performed in relation to specified or implied standards.

Comments _____

D. QUANTITY OF WORK

Numerical ranking: _____

Individual's productivity compared to implied or specified standards of the position. Evaluate total output of quality work.

Comments _____

E. ORGANIZATIONAL SKILLS

Numerical ranking: _____

Ability to handle various tasks and coordinate efforts. Consider time management.

Comments _____

F. COMMUNICATION

Numerical ranking: _____

Oral and written communication skills. Consider personal interaction with other employees, supervisor, and customer.

Comments _____

G. ATTITUDE

Numerical ranking: _____

The personal and professional standards the individual brings to the position and the degree of interest, enthusiasm, dedication, integrity, cooperation, responsibility and team work exhibit in day-to-day performance.

Comments _____

PART II (Discuss with student)

A. Strengths of the individual

B. Areas for improvement

PART III

Points are listed to illustrate the value of the evaluation. Please indicate the appropriate score for student at this time. POINTS

10	9.5	9	8.5	8	7.5	7	<7
(A)	(B)	(B-)	(C)	(C-)	(D+)	(D-)	(F)

Grade at this time: _____

Comments _____

Supervisor signature _____ Date _____

Student signature _____ Date _____