

## SUPERVISOR: Co-Op/Student Intern Experience Assessment

This form is to be completed by the supervisor of the Co-Op/Student Intern

\_\_\_\_\_ **Mid-Term** \_\_\_\_\_ **Final** \_\_\_\_\_

**PURPOSE:** For the Supervisor to provide an assessment of the Co-Op/Student Intern’s ability to meet technical and personal objectives of the experience and to provide feedback in areas where the Co-Op/Student Intern met objectives, showed a need for improvement and also excelled with relation to City work and/or educational goals. The Supervisor and Co-Op/Student Intern should start with a blank copy of this document at Orientation. Based on observation during the experience, the supervisor should develop the Co-Op/Student Intern solid understanding of City government roles and responsibilities. A copy of this completed Assessment should be reviewed and maintained by all parties so that there is a clear understanding of the midpoint and outcome of the experience.

**INSTRUCTIONS:** Please complete each area below and rate each section based on an answer which closely reflects your assessment of the Co-Op/Student Intern experience with the City of Cincinnati. Please Print Clearly!

**Co-Op/Student Intern Name:** \_\_\_\_\_

**Educational Institution:** \_\_\_\_\_ **Department/Divisions Worked:** \_\_\_\_\_

**Intern’s Supervisor Name:** \_\_\_\_\_

**Supervisor Email Address:** \_\_\_\_\_ **Supervisor Phone:** \_\_\_\_\_

**For each criterion below please put an “x” in the coordinating rating level.**

Excellent	(Consistently exceeds expectations)
Good	(Sometimes exceeds expectations)
Average	(Meets expectations)
Poor	(Rarely meets expectations)
N/A Not Applicable	(Not applicable to intern experience)

Technical Skills – Related to Education or Career	Excellent	Good	Average	Poor	N/A
Microsoft Office: Word					
Excel					
PowerPoint					
Other Software (Please list):					
Shows appropriate understanding of work					
Other Skill of Note:					
Other Skill of Note:					
Ability to Learn	Excellent	Good	Average	Poor	N/A
Demonstrates Active Listening techniques					
Asks pertinent and purposeful questions					
Seeks out and utilizes appropriate resources to perform tasks					
Accepts responsibility for errors and learns from experiences					
Open to new experiences					
Is willing to take appropriate risk(s)					
Reading/Writing/Computation Skills	Excellent	Good	Average	Poor	N/A
Reads/comprehends written instructions					
Communicates ideas/concepts clearly in writing and verbally					
Works with mathematical procedures appropriately to job					
Shows attention to accuracy and detail					
Listening and Oral Communication Skills	Excellent	Good	Average	Poor	N/A

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Comprehends and follows verbal instructions					
Actively participates in meetings or group settings					
Takes initiative to assist supervisor or other co-workers					
<b>Creative Thinking and Problem Solving Skills</b>	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>	<b>N/A</b>
Seeks to comprehend and understand the “big picture”					
Breaks down complex tasks/problems into manageable pieces					
Brainstorms/develops options from other sources/people					
Demonstrates an analytical capacity					
<b>Interpersonal and Teamwork Skills</b>	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>	<b>N/A</b>
Communicates with co-workers effectively					
Manages and resolves conflict in a teamwork manner					
Supports and contributes to a team atmosphere					
Controls emotions in a professional manner					
Demonstrates assertive but appropriate behavior					
Gets along well with others					
<b>Basic Work Habits</b>	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>	<b>N/A</b>
Reports to work as scheduled					
Is prompt in showing up to work and meetings					
Exhibits a positive and constructive attitude					
Wears appropriate attire for the organization and assignments					
Displays effective use of time on assignments					
<b>Character Attributes</b>	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>	<b>N/A</b>
Brings a sense of value and integrity to the job					
Seeks to serve others					
Refrains from gossip/respects the privacy of others					
Displays ethical behavior					
Respects the diversity of co-workers					
Demonstrates professionalism					
Shows pride in work assignments					

Additional Comments:

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1) Would you supervise this individual again? Yes\_\_\_ No\_\_\_ Uncertain\_\_\_ Why? Why Not?

2) Would your agency host this individual again? Yes\_\_\_ No\_\_\_ Uncertain\_\_\_ Why? Why Not?

3) Would you recommend this student to the organization? Yes\_\_\_ No\_\_\_ Uncertain\_\_\_ Why? Why Not?

4) Did the student meet your work assignment goals? Yes\_\_\_ No\_\_\_ Uncertain\_\_\_ Why? Why Not?

5) Were the areas of development you established for the Co-Op/Student Intern related to his or her educational goals met? Yes\_\_\_ No\_\_\_ Uncertain\_\_\_ Why? Why Not?

6) Did you discover additional strength(s) the Co-Op/Student Intern possessed that weren't considered originally?  
Yes\_\_\_ No\_\_\_ Uncertain\_\_\_ Please list below:

7) Were there any assignment areas that you would redesign if possible? Yes\_\_\_ No\_\_\_ Please list below:

8) Other comments beneficial to Co-Op/Student Intern?

**Supervisor Name:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Assessment Date:** \_\_\_\_\_

**Co-Op/Student Intern Name:** \_\_\_\_\_

**Co-Op/Student Intern Signature:** \_\_\_\_\_

Thank you for completing this evaluation. Your comments will assist the Co-Op/Student Intern with improving his or her educational pursuits. We take your comments very seriously. Please return this evaluation to the central Human Resources Department for compilation of data.