



ELMIRA COLLEGE

Elmira College Office of Career Services Community Service Supervisor Evaluation of Student Performance

STUDENT _____ CLASS _____

ORGANIZATION _____ PHONE _____

SUPERVISOR _____ EMAIL _____

PERIOD OF PLACEMENT: From _____ To _____

I. The student is expected to contribute meaningful service to the community as defined by the following. Please respond:

1. Did the student meet your expectations? YES NO
2. Please indicate number of service hours completed by the student: _____

II. Please indicate your level of agreement with each of the statements below by using the following scale.
 1 = Strongly Disagree, 2 = Disagree, 3 = Somewhat Disagree, 4 = Neither Agree or Disagree, 5 = Somewhat Agree, 6 = Agree, 7 = Strongly Agree, N-A = Not Applicable

During the course of the service experience this student demonstrated the ability to:

1. Produce sufficient quality of work:	1	2	3	4	5	6	7	NA
2. Produce sufficient quantity of work:	1	2	3	4	5	6	7	NA
3. Cooperate with others in the workplace:	1	2	3	4	5	6	7	NA
4. Learn quickly on the job:	1	2	3	4	5	6	7	NA
5. Take initiative:	1	2	3	4	5	6	7	NA
6. Work independently:	1	2	3	4	5	6	7	NA
7. Work as a team member:	1	2	3	4	5	6	7	NA
8. Be creative-original:	1	2	3	4	5	6	7	NA
9. Communicate effectively - verbal:	1	2	3	4	5	6	7	NA
10. Communicate effectively - in writing:	1	2	3	4	5	6	7	NA
11. Dress appropriately for the work environment:	1	2	3	4	5	6	7	NA
12. Be punctual to work:	1	2	3	4	5	6	7	NA
13. Attend work consistently:	1	2	3	4	5	6	7	NA
14. Interaction and support from Elmira College regarding this service placement was adequate:	1	2	3	4	5	6	7	NA

III. As a result of working with this student, I would be willing to supervise other Elmira College students in the future.

Yes

No

Please explain:

IV. Please describe the student's duties and responsibilities.

V. Please comment on the student's performance.

VI. Please use a separate sheet to share additional comments.

VI. OVERALL RATING: Excellent Very Good Good Average Below Average Poor

VII. Supervisor Signature _____ Date _____

Please review this evaluation with the student.

Please return this evaluation to the Office of Career Services, Elmira College, One Park Place, Elmira, New York 14901. You may also fax it to (607) 735-1153. Thank you.