

Mendocino College
HUS 103: Field Placement and Practicum

Field Supervisor Evaluation of Intern

Intern: _____ Agency: _____

SUPERVISOR: Please initial appropriate blank ("Yes, No or Not Applicable"). If initialing "NO," please provide a written explanation, below.

Relationship and Communication Skills

Yes	No*	N/A	
_____	_____	_____	Establishes rapport
_____	_____	_____	Demonstrates empathy
_____	_____	_____	Practices active listening skills
_____	_____	_____	Discusses differences of opinion or perception without arguing
_____	_____	_____	Accepts feedback non-defensively
_____	_____	_____	Expresses self appropriately and clearly in writing
_____	_____	_____	Expresses self appropriately and clearly orally
_____	_____	_____	Establishes and maintains appropriate boundaries with clients and staff
_____	_____	_____	Demonstrates an understanding and acceptance of client diversity
_____	_____	_____	Responds to client questions in a direct and objective manner
_____	_____	_____	Uses professional terminology as appropriate with clients and staff
_____	_____	_____	Demonstrates appropriate telephone communication skills

Work Habits and Personal Presentation

Yes	No*	N/A	
_____	_____	_____	Dresses appropriately for the workplace
_____	_____	_____	Practices appropriate habits of grooming and personal hygiene
_____	_____	_____	Arrives at the work place at the assigned times
_____	_____	_____	Demonstrates willingness to be flexible with work schedule
_____	_____	_____	Arrives for work prepared for work assignments
_____	_____	_____	Asks questions necessary for the successful completion of tasks
_____	_____	_____	Completes tasks in a timely manner
_____	_____	_____	Maintains a work schedule approved by supervisor
_____	_____	_____	Behavior is consistent with the level of professionalism expected in the workplace
_____	_____	_____	Establishes and maintains effective relationships with staff and clients

CONTINUED

Intern _____

SKILLS APPLICATION

Yes	No*	N/A	
Intake and Screening:			
_____	_____	_____	Able to gather screening and intake data in a systematic manner
_____	_____	_____	Able to determine a client's suitability for the agency's services
_____	_____	_____	Follows appropriate procedures to initiate delivery of services
Documentation and Record Keeping			
_____	_____	_____	Adequately documents actions taken
_____	_____	_____	Completes required paperwork accurately and legibly
_____	_____	_____	Submits paperwork in a timely fashion
Orientation of Clients to Agency's Services			
_____	_____	_____	Able to describe the general nature and goals of the program(s)
_____	_____	_____	Able to articulate clients' rights, including confidentiality
_____	_____	_____	Able to inform clients of the agency/program rules and participation requirements
Case Management			
_____	_____	_____	Able to identify providers of services needed by the client not available from this agency
_____	_____	_____	Takes appropriate steps to initiate referrals, as needed
_____	_____	_____	Share information with other agencies within the limits of client consent
_____	_____	_____	Confers with other agencies in a professional manner

USE OF SUPERVISION

Yes	No*	N/A	
_____	_____	_____	Shares workplace experiences with supervisor openly and thoroughly
_____	_____	_____	Solicits feedback regarding performance from supervising staff
_____	_____	_____	Accepts and incorporates feedback readily
_____	_____	_____	Attends supervision meetings as scheduled

Additional Comments: _____

 Name of Supervisor (Print)

 Supervisor Signature

I have had the opportunity to discuss this evaluation with my site supervisor: YES NO

If NO, explain: _____

 Student Signature

 Date