

Mendocino College
HUS 197a: Human Service Worker Practicum

Supervisor Evaluation of Intern

Intern: _____ Evaluator: _____

Agency: _____ Date: _____

PLEASE PLACE A ✓ MARK IN THE APPROPRIATE COLUMNS, BELOW:

GENERAL WORK CHARACTERISTICS	Exceptional		Exceeded Standard		Met Standard	Needs improvement		Rarely	Never	N/A
	10	9	8	7	6	5	2	0		
Human Relations:										
Works cooperatively and effectively as a team member										
Is courteous and helpful to staff and clients										
Establishes rapport effectively										
Demonstrates empathy										
Establishes and maintains appropriate boundaries										
Manages conflict effectively										
Demonstrates an understanding and acceptance of client diversity, cultural competency										
Maintains confidentiality										
Attitude:										
Uses mature judgment										
Takes responsibility for own actions										
Shows initiative										
Arrives for work prepared for work assignments										
Solicits feedback to improve performance										
Discusses differences of opinion without arguing										
Accepts feedback non-defensively										
Applies recommendations and helpful suggestions										
Provides constructive criticism in a respectful manner										
Dress and appearance are appropriate for the job										
Behavior is consistent with the level of professionalism expected in the workplace										
Workmanship:										
Understands job requirements										
Demonstrates effective time/task management skills										
Does a complete and thorough job										
Effectively works independently, when required										
Expresses self appropriately and clearly orally										
Expresses self appropriately and clearly in writing										
Practices active listening skills										
Responds to client questions in a direct and objective manner										
Uses professional terminology as appropriate with clients and staff										
Dependability:										
Arrives at work and leaves when scheduled										
Works all scheduled shifts										
Meets deadlines										

Continued...

HUMAN SERVICE SKILLS	Observed Only	Performed under direct supervision	Performed Solo	IF performed: score (see rating scale, below*)	Not applicable
Intake and Screening					
Gathers screening and intake data in a systematic and effective manner					
Accurately determines a client's suitability for the agency's services					
Follows appropriate procedures to initiate delivery of services					
Uses screening/intake tools, documents and software accurately and efficiently					
Documentation and Record Keeping					
Adequately documents actions taken according to agency's standards					
Completes required paperwork accurately and legibly					
Submits paperwork in a timely fashion					
Orientation of Clients to Agency's Services					
Describes the general nature and goals of the program(s) in a concise and accurate manner					
Articulates clients' rights, including confidentiality, in a concise and accurate manner					
Informs clients of the agency/program rules and participation requirements concisely and accurately					
Case Management/Client Support Activities					
Understands and effectively uses service plans					
Identifies services not available from this agency that are needed by and suitable for clients					
Takes appropriate steps to initiate referrals, as needed					
Shares information with other agencies within the limits of client consent and on a "need to know, right to know" basis					
Confers with other agencies in a professional manner, within their scope of practice and in keeping with the limits of confidentiality					

*0: unacceptable/unqualified; 5-6: substandard but improving; 7: acceptable; 8-9: competent; 10: exceptional/highly qualified

OPTIONAL: Additional Learning Objectives (if required; see attached):

of Learning Objectives completed: _____ out of _____ attempted

Excellent: 10 Met all requirements; exceeded expectations	Very Good: 8-9 Met all requirements; exceeded some expectations	Acceptable: 7 Met all requirements and expectations	Below Standard: 5-6 Met many but not all requirements and expectations	Unacceptable: 0-4 Met few requirements and few expectations
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LO #1	LO #2	LO #3	LO #4
LO #5	LO #6	LO #7	LO #8

Additional comments (use back of sheet, if necessary): _____

 Name of Supervisor (Print) Supervisor Signature Date

I have had the opportunity to discuss this evaluation with my site supervisor: [] YES [] NO
 If NO, explain: _____

 Student Signature Date