COLLEGE OF BUSINESS AND COMPUTING
STUDENT SELF-EVALUATION FORM

Job Title __________________________ Date of Evaluation _______________________
Supervisor Name ____________________ Title ________________________________
Employer Work ________________________
Period From: Beginning Date __________ Ending Date ________________

The purpose of this self-evaluation is to assist you in thinking about and reflecting on your job
performance and academic and professional development during this work assignment. Please
complete and upload this form to the LMS course prior to the end of the term, adhering to in-
course posted due dates.

<table>
<thead>
<tr>
<th>Excellent</th>
<th>Very Good</th>
<th>Satisfactory</th>
<th>Need Improvement</th>
<th>Unacceptable</th>
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<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
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RATING

COMMENTS

RELATIONS WITH OTHERS
Ability to communicate with staff
Ability to communicate with clients
Ability to work with and for others

SUPERVISION
Ability to seek and use help
Openness to constructive criticism
Ability to work independently

PERSONAL QUALITIES
Decision making
Trust and confidentiality
Initiative
Creativity
Dependability
Punctuality
Personal appearance
Ability and willingness to learn
Adaptability
Adherence to agency rules and norms

SKILLS
Verbal communication
Written communication
Analyzing problems
Problem solving
Organizing/seeing projects to completion

Personal Development
List your three most important abilities/skills/characteristics that you have developed as a result of this placement.
1. 
2. 
3. 

Job Task Performance
A. List the three or four most important tasks you have performed as part of your job. Then evaluate the performance of each task using the scale below. Write a brief comment explaining your rating on each item.

Excellent 5  Very Good 4  Satisfactory 3  Need Improvement 2  Unacceptable 1

<table>
<thead>
<tr>
<th>TASK</th>
<th>RATING</th>
<th>COMMENTS</th>
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<tbody>
<tr>
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B. What tasks did you like you like most/least and why?

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**Learning Goals**

List your three most important learning goals for this placement. Comment on your progress to date and if you've encountered any obstacles in reaching your goals.

1.  
2.  
3.  

Please circle your overall self-evaluation rating.

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**Program Evaluation**

Please Give Us Your Valuable Feedback

A. What academic background or courses have proved valuable in performing this job?

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B. What additional course work and/or experience would be helpful in order to improve your success in this or future placements?

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*College of Business and Computing*
*An AASCB Accredited School*

ADDRESS 800 Georgia Southwestern State University Drive | Americus, Georgia 31709
PHONE (229) 931-2090 | FAX (229) 931-2092
C. If continuing in your present position, in what areas would you like to become involved to enhance your learning and career growth?


D. Has this experience affected your educational or career plans? If so, how?


E. Please suggest recommendations that could improve the quality of the internship experience.


F. Salary per month/hour; hours worked per week; gross earning for entire period.


G. Did you have any logistical problem or other problems during your internship assignments?


If you have additional comments, please attach them to this sheet.