



## 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.

	Excellent A	Very Good B	Satisfactory C	Need Improvement D	Unacceptable F
	Rating			Comments	
<b>Relations with Others</b>					
Ability to communicate with team members					
Ability to communicate with clients/others					
Ability to work with and for others (teamwork)					
<b>Supervision</b>					
Ability to seek and use help					
Openness to constructive criticism					
Ability to work independently					
<b>Personal Quantities</b>					
Decision making					
Trust and confidentiality					
Initiative					
Creativity					
Dependability					
Punctuality					
Professional appearance					
Ability and willingness to learn					
Adaptability					



Adherence to agency rules and norms

**Skills**

Verbal communication

Written communication

Analyzing problem

Problem solving/ critical thinking

Organizing/seeing projects to completion

Making and meeting deadlines

Using technology accordingly


**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**                  **Very Good**                  **Satisfactory**                  **Need Improvement**                  **Unacceptable**  
 A                                  B                                  C                                  D                                  F

	TASK	RATING	COMMENTS
1.			
2.			
3.			
4.			



B. What tasks did 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 have encountered any obstacles in reaching your goals.

1.

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2.

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3.

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Please circle your overall self-evaluation rating:

Excellent

A

Very Good

B

Satisfactory

C

Need  
Improvement

D

Unacceptable

F

### 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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**C. If continuing in your present option, in what areas would you like to become involved to enhance your learning and career growth?**

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

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

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

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

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