**Experiential Learning Quarterly Evaluation - Student**

Supervisor Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Evaluation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Background*: The questions on this evaluation are based on the [Career Readiness Competencies](https://www.naceweb.org/career-readiness/competencies/career-readiness-defined/) identified by the [National Association of Colleges & Employers (NACE)](https://www.naceweb.org/) as key competencies individuals need as they transition from college to career.

*Instructions*: Please rate your performance in your internship/fellowship on the following components. If you have not had the opportunity to demonstrate any of these skills, please mark them as “N/A”. Complete this form prior to meeting with your supervisor for your end of semester evaluation.

| **Career & Self Development** | Strongly Agree | Agree | Disagree | Strongly Disagree | N/A |
| --- | --- | --- | --- | --- | --- |
| Can identify my strengths and weaknesses. |  |  |  |  |  |
| Professionally advocates for myself and others. |  |  |  |  |  |
| Embraces opportunities for professional development and growth. |  |  |  |  |  |
| Can articulate plans and goals for my future career. |  |  |  |  |  |

Comments:

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| **Communication** | Strongly Agree | Agree | Disagree | Strongly Disagree | N/A |
| --- | --- | --- | --- | --- | --- |
| Clearly convey ideas in writing tailored to the audience. |  |  |  |  |  |
| Clearly convey ideas orally to people inside and outside the organization. |  |  |  |  |  |
| Utilize active listening, persuasion, and influencing skills. |  |  |  |  |  |
| Asks appropriate questions from supervisors, specialists, and others. |  |  |  |  |  |

Comments:

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| **Critical Thinking** | Strongly Agree | Agree | Disagree | Strongly Disagree | N/A |
| --- | --- | --- | --- | --- | --- |
| Makes decisions and solves problems using inclusive reasoning and judgment. |  |  |  |  |  |
| Gathers information from a variety of sources to fully understand a problem. |  |  |  |  |  |
| Demonstrates creativity in approaching tasks and solving problems. |  |  |  |  |  |
| Seeks out resources and/or asks for help when unsure about how to proceed. |  |  |  |  |  |

Comments:

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| **Equity & Inclusion** | Strongly Agree | Agree | Disagree | Strongly Disagree | N/A |
| --- | --- | --- | --- | --- | --- |
| Keeps an open mind to diverse ideas and new ways of thinking. |  |  |  |  |  |
| Actively contributes to inclusive and equitable practices that influence individual and systemic change. |  |  |  |  |  |
| Adapts well to diverse environments. |  |  |  |  |  |
| Advocates for inclusion, equitable practices, and justice for historically marginalized communities. |  |  |  |  |  |

Comments:

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| **Leadership** | Strongly Agree | Agree | Disagree | Strongly Disagree | N/A |
| --- | --- | --- | --- | --- | --- |
| Takes initiative and seeks opportunities to contribute. |  |  |  |  |  |
| Motivates and inspires others by encouraging them and building trust. |  |  |  |  |  |
| Leverages diverse resources and feedback from others to make decisions. |  |  |  |  |  |
| Serves as a role model by approaching tasks with confidence and positivity. |  |  |  |  |  |

Comments:

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| **Professionalism** | Strongly Agree | Agree | Disagree | Strongly Disagree | N/A |
| --- | --- | --- | --- | --- | --- |
| Demonstrates dependability. |  |  |  |  |  |
| Shows a level of dedication toward their position. |  |  |  |  |  |
| Prioritizes and completes tasks to accomplish organizational goals. |  |  |  |  |  |
| Acts equitably with integrity and accountability to self and others. |  |  |  |  |  |

Comments:

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| **Teamwork** | Strongly Agree | Agree | Disagree | Strongly Disagree | N/A |
| --- | --- | --- | --- | --- | --- |
| Collaborates with others to achieve common goals. |  |  |  |  |  |
| Builds strong, positive working relationships with individuals from a range of backgrounds. |  |  |  |  |  |
| Demonstrates accountability for individual and team responsibilities. |  |  |  |  |  |
| Effectively manages conflict and ambiguity. |  |  |  |  |  |

Comments:

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| **Technology** | Strongly Agree | Agree | Disagree | Strongly Disagree | N/A |
| --- | --- | --- | --- | --- | --- |
| Quickly adapts to new or unfamiliar technology. |  |  |  |  |  |
| Uses technology to improve efficiency and productivity. |  |  |  |  |  |
| Identify appropriate technology for completing specific tasks. |  |  |  |  |  |
| Utilize technology to integrate information and support others. |  |  |  |  |  |

Comments:

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Please describe your progress towards goals you initially set at the beginning of the opportunity.

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What are your greatest strengths? Please share specific times you demonstrated those strengths at work.

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What are areas of growth you would like to focus on in the future? Please give 1-3 specific examples.

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Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Intern Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_