

University of West Florida Employer Mid-Term Evaluation

Student's Name _____ Date _____

- 1 Unsatisfactory** (Never demonstrates this ability/does not meet expectations)
- 2 Uncomplimentary** (Seldom demonstrates this ability/rarely meets expectations)
- 3 Fair** (Sometimes demonstrates this ability/meets expectations)
- 4 Commendable** (Usually demonstrates this ability/sometimes exceeds expectations)
- 5 Exceptional** (Always demonstrates this ability/consistently exceeds expectations)

If any criteria are not applicable or if the student has not had the opportunity to demonstrate this experience; please leave the response blank.

Communication Skills - The student:

1. Is able to read, comprehend and follow written materials.	1	2	3	4	5
2. Is able to communicate ideas and concepts clearly in writing.	1	2	3	4	5
3. Listens to others in an active and attentive manner.	1	2	3	4	5
4. Effectively participates in meetings or group settings.	1	2	3	4	5
5. Demonstrates effective verbal communication skills.	1	2	3	4	5
6. Asks pertinent and purposeful questions.	1	2	3	4	5

Vocational/Career Preparation - The student:

1. Is able to break down complex tasks/problems into manageable pieces.	1	2	3	4	5
2. Brainstorm/develops options and ideas.	1	2	3	4	5
3. Demonstrate ability to problem solve.	1	2	3	4	5
4. Exhibits self-motivated approach to work.	1	2	3	4	5
5. Demonstrates an ability to set appropriate priorities/goals.	1	2	3	4	5
6. Exhibits a professional behavior and attitude.	1	2	3	4	5
7. Reports to work as scheduled and arrives on-time.	1	2	3	4	5
8. The student's dress and appearance are appropriate for this organization.	1	2	3	4	5

Leadership - The student:

1. Manages and resolves conflict in an effective manner.	1	2	3	4	5
2. Supports and contributes to a team atmosphere.	1	2	3	4	5
3. Demonstrates assertive, but appropriate behavior.	1	2	3	4	5
4. Seeks to understand and support the organization's mission/goals.	1	2	3	4	5
5. Fits in with the norms and expectations of the organization.	1	2	3	4	5
6. Seeks out and utilizes appropriate resources.	1	2	3	4	5
7. Works within appropriate authority and decision-making channels.	1	2	3	4	5

Integrity/Values - The student:

1. Exhibits a positive and constructive attitude.	1	2	3	4	5
2. Brings a sense of values and integrity to the job.	1	2	3	4	5
3. Accepts responsibility for mistakes and learns from experiences.	1	2	3	4	5
4. Behaves in an ethical manner.	1	2	3	4	5
5. Respects the diversity (religious/cultural/ethnic) of co-workers.	1	2	3	4	5

Comments: _____