

ROLLINS EARN AND LEARN (REAL) PROGRAM – End of Term Student Employee Evaluation Form

This form should supplement a conversation (phone, zoom, etc.) between the supervisor and the student. Topics to address could include the quality and timeliness of the student’s deliverables, observations about the student’s performance strengths as well as observations about areas where the student struggles or may need to receive further training and coaching. Discuss whether there may be an opportunity for the student to continue working with the organization in the future.

Student Employee _____

Student Job Title _____

Organization/Department _____

Dates Employed _____

Your Name _____

LIST THE PRINCIPAL DUTIES OF THE STUDENT AND RATE ACCORDINGLY:

PRINCIPAL FUNCTIONS	Exceeded Expectations	Met Expectations	Somewhat met expectations	Did not meet expectations	N/A

PLEASE RATE ADDITIONAL WORK-RELATED FACTORS with a check in the appropriate column:

	Exceeded Expectations	Met Expectations	Somewhat met expectations	Did not meet expectations	N/A
Attendance/Punctuality Adheres to expectations about attendance and timeliness					
<i>Comments:</i>					
Productivity Meets project or task goals/objectives, works efficiently, works accurately					
<i>Comments:</i>					

	Exceeded Expectations	Met Expectations	Somewhat met expectations	Did not meet expectations	N/A
Initiative and Judgment Works independently, self-motivated and takes action when necessary, makes effective and timely decisions, asks for more responsibility					
<i>Comments:</i>					
Adaptability Ability to adapt to change in workflow and/or work environment, willingness to learn, ability to multi-task, follows instructions, receptivity to suggestions of supervisor					
<i>Comments:</i>					
Communication Skills Communicates effectively and respectfully with supervisor and coworkers in writing and/or verbally					
<i>Comments:</i>					
Teamwork Cooperates and collaborates with others, listens actively, displays openness to others' perspectives, offers help and support to coworkers					
<i>Comments:</i>					
Dependability Follows through on tasks or communicates appropriately to make adjustments					
<i>Comments:</i>					
Professionalism Adheres to company policies; demonstrates professional behavior					
<i>Comments:</i>					

OVERALL EVALUATION	Exceeded Expectations	Met Expectations	Somewhat met expectations	Did not meet expectations	N/A

What are the strengths of the student as an emerging public health professional?

In what areas has the student shown the most improvement during their REAL position?

What professional skills and abilities still need improvement?

Other Comments:

Supervisor signature

Student signature