



**GINS 3900/3901, INTERNATIONAL PLACEMENT  
WORKPLACE SUPERVISOR ASSESSMENT**

***\*COMPLETED BY THE SUPERVISOR & DISCUSSED WITH THE STUDENT\****

**Supervisor Name:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

1. **CHANGES AND/OR CHALLENGES:** Please indicate if any major challenges or problems arose in relation to the student's duties during the placement.

2. **STRENGTHS:** What do you identify as the student's areas of strength or exceptional work?

3. **AREAS FOR IMPROVEMENT:** How do you suggest that the student could improve?

4. **WORKPLACE COMPETENCIES:** Rate the student by circling the appropriate box for each category. (NB: Please indicate with N/A any items that are not applicable to your agency or this placement, or indicate if you have not had adequate opportunity to observe the student)

**A. Groupwork and Collaboration**

	1	2	3	4	5
<b>Contribution to group goals</b>	Does not work towards group goals and functions poorly with group members	Works toward group goals only when prompted	Works toward group goals with occasional prompting	Works toward group goals without occasional prompting; accepts and fulfills individual role within group	Consistently & actively works toward group goals; willingly accepts and fulfills individual role within group
<b>Consideration of Others</b>	Is frequently insensitive to others & has difficulty with collaboration	Needs occasional reminders to be sensitive to the feelings of others	Shows sensitivity to the feelings of others	Shows & expresses sensitivity to the feelings of others; encourages the participation of others	Shows sensitivity to the feelings & learning needs of others; values the knowledge, opinions, and skills of all group members & encourages their contributions
<b>Contribution of Knowledge</b>	Does not make contributions, & shies away from participation	Contributes information to the group only when prompted	Contributes information to the group with occasional prompting or reminding	Contributes knowledge, opinions & skills without prompting or reminding	Consistently & actively contributes knowledge, opinions, & skills without prompting or reminding
<b>Working and Sharing with others</b>	Participate minimally, & frequently fails to engage	Only participates when prompted; always or often relies on others to do the work	Participates adequately; often needs reminding to do the assigned work	Willingly participates; usually does the assigned work & rarely needs reminding	Always does the assigned work without having to be reminded

**B. Work effort and Quality**

	1	2	3	4	5
<b>Students Effort</b>	Makes little effort				Gives full effort, always participates with enthusiasm
<b>Quality of Work</b>	Poor- Deadlines not met, work is inaccurate, incomplete, & of low quality.	Good. Work is completed but flawed.	Very Good. Work is completed on time & of good quality.	Excellent. The student's is completed with excellence, & helps move the work goals forward.	Impeccable. Student work is always completed on time. Contributions are flawless.

**C. Leadership, Autonomy and Attitude**

	1	2	3	4	5
<b>Accuracy of Work</b>	Makes many errors	Is careless	Usually accurate	Is careful	Consistently accurate
<b>Responsibility</b>	Irresponsible	Evades Responsibility	Accepts responsibility	Seeks responsibility	Seeks & handles responsibility well
<b>Initiative</b>	Does not show initiative	Very little	Average	Needs little direction	Self-motivated
<b>Work Presence</b>	Many absences	Often absent or late	Occasionally absent or late	Seldom absent or late	Never absent or late
<b>Attitude towards co-workers</b>	Does not get along	Shallow peer interaction	Gets along satisfactorily	Works well with others	Excellent relationships
<b>Use of work time</b>	Very wasteful	Wastes time	Fair use of time	Keeps busy	Busy & effective
<b>Attitude towards superiors</b>	Disrespectful	Poor co-operation	Co-operates when asked	Co-operates willingly	Very respectful, helpful

**WORK BASED SUPERVISORS:** As part of the learning experience, we kindly request that you share the results with the student. Following that, we request both signatures below.

**Date:** \_\_\_\_\_

**Student Comments:**

**Student's signature:** \_\_\_\_\_

**Supervisor Comments:**

**Work Based Supervisor Name:** \_\_\_\_\_

**Work Based Supervisor Signature:** \_\_\_\_\_

*\*Students, please remember to upload this document to cuLearn*