



MASTER OF PUBLIC ADMINISTRATION

DEPARTMENT OF POLITICAL SCIENCE AND CRIMINAL JUSTICE

Supervisory Evaluation

NAME OF STUDENT _____

NAME OF SUPERVISOR _____

DATE _____

Instructions:

The immediate supervisor will express a candid opinion of this student as an employee, comparing him/her with other students of a comparable academic level, with other personnel assigned the same or similarly classified jobs, or with individual standards. Criticisms and comments are earnestly solicited. This information will be utilized by the Intern Coordinator as a key component in the final evaluation of the student. The supervisor is urged to discuss this evaluation with the student before returning it to the University. This evaluation will not be confidential.

Below are listed fourteen categories of attitudes, traits and skills relating to job performance. Assign a numerical value from 1 to 5 in the Profile column below to reflect the relative strengths and weaknesses of the student in each performance category. Please leave a blank space for any category which does not correspond to the student's responsibilities or on which you do not have sufficient information to make an evaluation.

- Numerical Values:
- 1. (Outstanding)
 - 2. (Superior)
 - 3. (Satisfactory)
 - 4. (Marginal)
 - 5. (Unsatisfactory)

| <u>PROFILE</u> | <u>CATEGORY</u> | <u>OPTIONAL BRIEF COMMENT</u> |
|----------------|-------------------------------------|-------------------------------|
| _____ | Acceptance of criticism | _____ |
| _____ | Cooperation/Interpersonal relations | _____ |
| _____ | Motivation/Application of effort | _____ |
| _____ | Ability to learn | _____ |
| _____ | Ability to work under pressure | _____ |
| _____ | Attendance and Punctuality | _____ |
| _____ | Flexibility/Adaptability | _____ |

| <u>PROFILE</u> | <u>CATEGORY</u> | <u>OPTIONAL BRIEF COMMENT</u> |
|----------------|--|-------------------------------|
| _____ | Initiative | _____ |
| _____ | Reliability/Dependability | _____ |
| _____ | Effectiveness in oral communication | _____ |
| _____ | Effectiveness in written communication | _____ |
| _____ | General quality of work | _____ |
| _____ | Overall performance | _____ |

Additional comments or recommendation:

This evaluation report has been discussed with the student:

_____ Yes

_____ No

Signed _____ (Immediate Supervisor)

Please complete and return this form no later than the week prior to final examinations.

Please return to: Missy Gish
 MPA Program Coordinator
 Department of Political Science and Criminal Justice
 424 A Founders Hall
 Northern Kentucky University
 Highland Heights, KY 41099