

## SUPERVISOR EVALUATION OF TRAINEE FORM\*

**Trainee's Name:** \_\_\_\_\_ **Date of Evaluation:** \_\_\_\_\_

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

**Field Experience Site:**

\_\_\_\_\_

### **Instructions:**

This form is designed to help site supervisors provide feedback about the performance of trainees. We know that you are very busy, but the form usually takes just five or ten minutes to complete and your answers and comments will be much appreciated. This form will become part of the student's record for this course and may be considered in assigning grades.

### **Answer Code for Evaluation Items**

- NA -- Not Applicable or not enough information to form a judgment
- 1 -- Far Below Expectations--needs much improvement, a concern
- 2 -- Below Expectations-- needs some improvement to meet standards
- 3 -- Acceptable--meets standards at average level for doctoral students.
- 4 -- Above Expectations--performs above average level for doctoral students
- 5 -- Far Above Expectations--a definite strength, performs well beyond average levels for doctoral students

### **I. Basic Work Requirements**

- \_\_\_\_\_ Arrives on time consistently
- \_\_\_\_\_ Uses time effectively
- \_\_\_\_\_ Informs supervisor and makes arrangements for absences
- \_\_\_\_\_ Completes required total number of hours or days on site
- \_\_\_\_\_ Is responsive to norms about clothing, language, etc., on site

Comments:

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\_\_\_\_\_  
\_\_\_\_\_  
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Suggested areas for further study:

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\_\_\_\_\_  
\_\_\_\_\_

### **II. Ethical Awareness and Conduct**

- \_\_\_\_\_ Knowledge of general ethical guidelines
- \_\_\_\_\_ Knowledge of ethical guidelines of specific placement
- \_\_\_\_\_ Demonstrates awareness and sensitivity to ethical issues
- \_\_\_\_\_ Personal behavior is consistent with ethical guidelines
- \_\_\_\_\_ Consults with others about ethical issues if necessary

Comments:

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Suggested areas for further study:

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**III. Knowledge and learning**

A. Knowledge of Client Population

- Knowledge level of client population at beginning of placement
- Knowledge level of client population at end of placement

B. Knowledge of Treatment Approaches

- Knowledge of treatment approach at beginning of placement
- Knowledge of treatment approach at end of placement

C. Knowledge of Treatment Setting

- Knowledge of specific treatment settings at beginning of placement
- Knowledge of specific treatment settings at end of placement

D. Learning

- Receptive to learning when new information is offered
- Actively seeks new information from staff or supervisor
- Ability to learn and understand new information
- Understanding of concepts, theories and information
- Ability to apply new information in clinical setting

Comments:

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Suggested areas for further study:

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**IV. Response to Supervision**

- Actively seeks supervision when necessary
- Receptive to feedback and suggestions from supervisor
- Understands information communicated in supervision
- Successfully implements suggestions from supervisor
- Aware of areas that need improvement
- Willingness to explore personal strengths and weaknesses

Comments: Comments:

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Suggested areas for further study:

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**V. Interactions with Clients**

- Appears comfortable interacting with clients
- Initiates interactions with clients
- Communicates effectively with clients
- Builds rapport and respect with clients
- Is sensitive and responsive to client's needs
- Is sensitive to cultural/group differences
- Is sensitive to within-group differences

Comments:

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Suggested areas for further study:

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**VI. Interactions with Coworkers**

- Appears comfortable interacting with other staff members
- Initiates interactions with staff
- Communicates effectively with staff
- Effectively conveys information and expresses own opinions
- Effectively receives information and opinions from others

Comments:

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Suggested areas for further study:

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**VII. Paperwork**

- Reliably and accurately keeps records
- Written or verbal reports are accurate and factually correct
- Written or verbal reports are presented in professional manner
- Reports are clinically or administratively useful

Comments:

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Suggested areas for further study:

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**Overall, what would you identify as this trainee's strong points?**

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**What would you identify as areas in which this trainee should improve?**

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**What grade for the field experience would you recommend be given to this student?**

\_\_\_\_\_ **A** \_\_\_\_\_ **B** \_\_\_\_\_ **C** \_\_\_\_\_ **D** \_\_\_\_\_ **F** \_\_\_\_\_ **INC**

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Thank you for your time in supervising this extern and in completing this evaluation.**  
\*Evaluation is from adapted from:  
Baird, B. N. (1996). *The internship, practicum, and field placement handbook*. Upper Saddle River, NJ: Prentice Hall.