

Supervisor Checklist

Please rate the following statements:

	1 (Low)	2	3	4 (High)
How would you rate this intern's overall performance?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How would you rate this intern's performance in the beginning of the internship?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How would you rate this intern's performance by the end of the internship?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

At this point in time, how would you rate their...

	1 (Low)	2	3	4 (High)
a. level of self-awareness? <i>(For ex: learning to be aware of emotions, abilities, skills, challenges)</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. level of job awareness? <i>(For ex: learning to realize what the job tasks entail, seems aware of the possible outcomes of decisions, etc.)</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. level of awareness of the social contexts of the job? <i>(For ex: seems aware of and attends to the social dynamics, reporting relationships, etc.)</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. communication skills? <i>(For ex: ability to express themselves, ask questions, accept and give directions)</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. attitude towards internship? <i>(For ex: presents positively, seems engaged and present, seems interested in learning)</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. level of proactivity related to their own learning and work needs? <i>(For ex: actively considers their capacity to do a task, their available time, skills, whether they have the necessary resources, aware of their own level of focus and whether they need an attention break before starting a new task, etc.)</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g. level of proactivity related to understanding the task and getting it done? <i>(For ex: notices what needs to be done, sizes up the task to figure out what resources it requires, figures out approaches for tackling tasks, completes tasks, etc.)</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
h. level of proactivity in taking on new challenges? <i>(For ex: looks for appropriate opportunities to try new things, etc.)</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

i. level of proactivity related to actively managing situations in the work environment? (For ex: asks questions of clarification, realizes possible points of miscommunication, notices when an issue might be developing, attending to social and emotional factors)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
j. engagement and interaction with the supervisor? (For ex: takes responsibility for checking in, anticipates questions that supervisors may have, responsive when the supervisor checks in with them, listens with attention)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
k. engagement and interaction with others on the job? (For ex: attends to the social dynamics related to getting jobs done well, contributes to and leverages team assets for work performance, takes on leadership when/if appropriate)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
l. comfort level and likelihood that they will ask for help when they need it? (For ex: admits when they don't understand something or need help thinking through what to do, uses the people around them as resources to support their ability to do their best work)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
m. taking on additional work? (For ex: does more than the minimum, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please rate the following statements:

	1 (Low)	2	3	4 (High)
To what extent do they make appropriate changes to make their social/emotional work environment better support their performance? (For ex: ask someone who is chatty to wait until break, ask for feedback from others in ways that they are best able to hear it/use it, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
To what extent do they make appropriate changes to make their physical work environment better support their performance? (For ex: puts sticky notes up as reminders, chooses a workspace away from distractions (including people), asks to adjust the location of a resource that they need regular access to, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
To what extent do they seem to be a good learner? (For ex: uses strategies to solve problems, downloads complex information onto a white board to help them to analyze it, uses reflection to think about a task before jumping right in, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How would you rate this intern's improvement from the beginning to the end of the internship?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>