

LBSCI 795: Site Supervisor – Final Evaluation

Site Supervisor Final Evaluation

The Final Evaluation:

utilizes a three-step process: 1) Using the Action Plan as the basis for assessment and evaluation Site Supervisors are kindly asked to conduct an “exit interview” in order to discuss pros and cons of the experience with the intern; 2) Site Supervisors will summarize the “exit interview” in a written document using institutional letterhead; this document will contain at least one or two paragraphs that records the Site Supervisor’s final on-site performance evaluation of the student; 3) Site Supervisors will complete the attached evaluation form.

Both the written **Final Evaluation** on institutional letterhead and the **Final Evaluation Form** will be emailed to the Course Instructor, who is the primary recipient of this material. It is up to the Site Supervisor to determine whether or not these materials are shared with the student.

Please note it is the responsibility of the student to remind their Site Supervisors to conduct a Final Evaluation on them. Final evaluations will be conducted once a student has or is near to completing 150 hours at the internship site.

Queens College CUNY
Graduate School of Library & Information Studies
(GSLIS)

Final Evaluation Form

65-30 Kissena Boulevard To be completed by Site Supervisor
Flushing, NY 11367-1597

Student's Name:

Name of Host Institution:

Site Supervisor's Name:

Please indicate your evaluation of the intern's performance in the areas shown in the following charts. The rating scale is as follows: **1=Superior; 2=Above Average; 3=Adequate;**

4=Unsatisfactory; N/A=Not Applicable

	Evaluation				
Personal Attributes	4 Unsatisfactory	3 Adequate	2 Above Average	1 Superior	N/A
Work Habits (alertness, thoroughness, dependability, accuracy, punctuality)					
Initiative (creativity, seeks advice, direction or instruction as and when necessary, resourcefulness, self-starter)					
Responsibility (willingness to participate and serve)					
Adaptability (ability to withstand interruptions, flexibility in different situations/scenarios)					
Interpersonal Relationships (ability to establish rapport and work cooperatively with clientele, supervisors, colleagues and staff)					
Ability to Accept Criticism & Suggestions (reacts well to suggestions, willingness to listen and learn)					
Integrity (ethical standards)					
Other Personal Attributes (please specify ...)					

	Evaluation				
Professional Qualities	4 Unsatisfactory	3 Adequate	2 Above Average	1 Superior	N/A
Technical Services (ability to catalog, index and organize knowledge & materials, familiarity with classification schemes, metadata, archival processing, encoding, finding aid creation, preservation)					
Reference & Research (knowledge of information sources, responsiveness to user's needs, use of appropriate research methodologies)					
Collection Management (knowledge of sources, understanding of principles)					
Time & Task Management (ability to plan, organize and complete assigned tasks in a timely manner)					
Oral & Written Communications (ability to speak and write effectively; ability to communicate clearly and effectively)					
Instruction (ability to teach and manage different learning situations)					
User Guidance (ability to support all levels of user needs, including preparation of various requisite materials)					
Technology Knowledge, Utilization & Development (adeptness in learning, using and/or teaching current technologies, knowledge of markup, scripting and/or programming languages, knowledge of various commercial and library software packages, willingness and ability to learn new technology skills)					
Other Professional Attributes (please specify ...)					
* Overall Evaluation *					

Please note that the Site Supervisor's evaluation of a Queens College graduate library student intern constitutes **40%** of the student's **final grade**. As such, out of a possible grand total of 40 points, please indicate how many points you would allocate to the student intern: _____ points

Site Supervisor's Signature (or digital initials):

Date: