**School of Kinesiology & Recreation Professional Practice Midterm/Final Evaluation**

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor/Evaluator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Circle one: Midterm Final

**Part 1 Instructions:** Please circle the number that best applies to each item.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Exceeds Expectations** | **Meets Expectations** | **Needs Improvement** | **Unable to rate** |
| **COMMUNICATION:** |  |  |  |  |
| Written communication | 3 | 2 | 1 | NA |
| Verbal communication | 3 | 2 | 1 | NA |
| Listening skills | 3 | 2 | 1 | NA |
| Ability to communicate with customers | 3 | 2 | 1 | NA |
| Ability to communicate with staff | 3 | 2 | 1 | NA |
| Effective customer service skills | 3 | 2 | 1 | NA |
| **INTERPERSONAL SKILLS:** |  |  |  |  |
| Creativity & innovation | 3 | 2 | 1 | NA |
| Demonstrate flexibility | 3 | 2 | 1 | NA |
| Demonstrate patience | 3 | 2 | 1 | NA |
| Ability to work well with others | 3 | 2 | 1 | NA |
| Able to effectively deal with conflict | 3 | 2 | 1 | NA |
| Understands and accepts constructive criticism | 3 | 2 | 1 | NA |
| Ability to take initiative | 3 | 2 | 1 | NA |
| Seeks help when needed | 3 | 2 | 1 | NA |
| Ability to make sound, effective decisions | 3 | 2 | 1 | NA |
| Able to work in a team | 3 | 2 | 1 | NA |

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| --- | --- | --- | --- | --- |
|  | **Exceeds Expectations** | **Meets Expectations** | **Needs Improvement** | **Unable to rate** |
| **PROFESSIONAL PRACTICE:** |  |  |  |  |
| Perform tasks in a timely manner | 3 | 2 | 1 | NA |
| Punctual | 3 | 2 | 1 | NA |
| Attendance | 3 | 2 | 1 | NA |
| Appropriate appearance | 3 | 2 | 1 | NA |
| Ability to network within the profession | 3 | 2 | 1 | NA |
| Ability to network outside the profession | 3 | 2 | 1 | NA |
| Ability to act professionally | 3 | 2 | 1 | NA |
| Effective organizational skills | 3 | 2 | 1 | NA |
| Ability to multi-task | 3 | 2 | 1 | NA |
| Ability to prioritize tasks | 3 | 2 | 1 | NA |
| Ability to effectively manage time | 3 | 2 | 1 | NA |

**Part 2 Instructions:** Since the student completing this professional practice will soon be seeking a position in the profession, please provide specific feedback on their strengths and growth areas. It is suggested that this evaluation be discussed with the student.

Strengths:

What areas should the student further develop to enhance their professional skills?

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Supervisor/Evaluator Signature Date

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

Student Signature Date