Supervisor’s Evaluation of Student Trainee  
Winter 2007

Twenty two evaluations were used in compiling the following data. Each site supervisor was asked to complete the Supervisor’s Evaluation of Student Trainee instrument. The following occupational programs are represented: Automotive, Accounting, Business Information Systems, Business and Computer Information Systems.

Site Supervisor’s were asked to also respond to the following questions/comments in narrative form:

1. Student’s outstanding personal qualities are?
2. Personal qualities, which the student should strive most to improve, are:
3. Occupational skills in which the student excels:
4. Occupational skills, which the student should strive most to improve, are:
5. Additional comments:
Following are samplings of the responses received from the twenty two evaluations.

1. Student’s outstanding personal qualities are?
   - Student is polite and blends in well at the office.
   - Very contentious and detail oriented. Self motivated and hard working.
   - Very creative and always coming up with new ideas.
   - She is very willing to learn, likes to stay busy, and has great customer service skills.
   - Planning and execution
   - She is very punctual and not afraid to ask for help.

2. Personal qualities, which the student should strive most to improve, are:
   - None, except to speak up during phone conversations.
   - None
   - None
   - None
   - Effective Communications
   - She needs to be more careful about what she discusses in and out of the office. Home should stay at home.

3. Occupational skills in which the student excels:
   - Is doing well and organized. Knows how to do her job with little assistance.
   - Thinks ahead and plans accordingly. Customer relations.
   - Very good with people and has good telephone skills.
   - Finishes a project beginning to end and doesn’t leave anything undone for someone else to finish.
   - Planning and motivating the team, wanting to learn more.
   - She did very well with filing and computer assignments.

4. Occupational skills, which the student should strive most to improve, are:
1. Computer skills.

2. Blank

3. None

4. None

5. Embracing change.

Professionalism, it would benefit her to learn to follow directions and accept constructive criticism. She should work on phone skills.

5. Additional Comments:

- Was a pleasure to have in the office.
- No comments.
- No comments.
- Great worker! Everyone in our office enjoyed her working with us.
- Has been a good part of our team.
- She should take more initiative in duties.