



# OFFICE OF TRUST SERVICES PATHWAYS INTERNSHIP PROGRAM

2/8/18

## Host Supervisor Student Intern Evaluation

**PURPOSE:** To evaluate the performance of the student intern on expectations for an entry-level employee and appropriately support and challenge each intern. This information will be used to determine the student's continued eligibility under the program and for non-competitive conversion eligibility to the competitive service upon graduation. Please discuss this evaluation with the student prior to his or her departure (return to school) or end of rating cycle.

Employee Information	
Student Name	Position Title, Series, Grade
Host Office Supervisor Name	Office or Agency Name

Period Covered By
From
To

1. Please complete the evaluation below based on your knowledge, experience, and observation of the student intern requesting your feedback. Enter the most appropriate score (1 – 5) for each competency area that best evaluates the student's work habits and performance. Assess each competency individually. (If an overall rating is less than 30 points, the student intern may not be eligible for non-competitive conversion.)

PERFORMANCE AREA	Score
1 = Does NOT meet expectations (unsatisfactory); 2 = Less than expected (Minimally Successful); 3 = Meets Expectations (Fully Successful) ; 4 = More than expected (Superior); 5 = Exceeds Expectations (Exceptional)	
<b>a. Technical knowledge and skills to perform work assignments.</b> <i>Keeps up with current developments and trends through continuous learning. Actively identifies areas for learning, regularly creates and takes advantage of learning opportunities, uses newly gained knowledge and skills on the job.</i>	
<b>b. Organizational awareness.</b> <i>Understands motivations of key decision-makers in organization. Supports goals of organization. Researched the history of the Indian Affairs organization, tribe and or tribal community. Recognizes the informal structures, procedures and practices that support getting work completed.</i>	
<b>c. Skill in effectively interacting with others.</b> <i>Develops strong relationships based on dependability and trust. Respects different points of view and people from different backgrounds. Uses diplomacy and tact in dealing with managers, employees, and customers/clients. Identifying opportunities and taking action to build relationships between one's area and other areas, teams, departments, units, or organizations to help achieve business goals.</i>	
<b>d. Skill in organizing and prioritizing work assignments.</b> <i>Established courses of action for self to accomplish daily activities. Performs multiple tasks in a timely and professional manner.</i>	
<b>e. Initiative and self-motivation.</b> <i>Takes on responsibility for areas beyond basic duties. Finds creative solutions to traditional obstacles. Improves knowledge by researching best practices and reading about new ideas and methods. Thorough in researching and documenting information, and resourceful about getting the information.</i>	
<b>f. Productivity and deadlines.</b> <i>Plans and organizes work to improve individual productivity. Works well under pressure to meet daily deadlines. Uses the latest technologies to their advantage to convey and receive information.</i>	
<b>g. Work Readiness.</b> <i>Good attendance and punctuality contributes to completing work assignments in a timely manner (i.e., accounts for hours worked, arriving on time for work or appointments).</i>	
<b>h. Problem Solving and Conceptual Understanding.</b> <i>Identifies unique solutions and ways to create value. Demonstrates forecasting ability and intuitive insight. Good at seeing patterns and connections that create opportunities or help resolve potential problems.</i>	
<b>i. Work Standards.</b> <i>Sets high standards of performance for self. Pays close attention to detail, accuracy and completeness. Assumes responsibility and accountability for successfully completing assignments or tasks.</i>	
<b>j. Effective communications.</b> <i>Identifying opportunities and taking action to build strategic relationships between one's area and other areas, teams, departments, units, or organizations to help achieve business goals.</i>	
<b>Conversion chart to determine rating</b> 5 = (46 – 50 points) 4 = (36 – 45 points) 3 = (30 – 35 points)	<b>Overall Performance Score</b> <i>(Total Possible Points 50)</i>



**OFFICE OF TRUST SERVICES  
PATHWAYS INTERNSHIP PROGRAM**

**Host Supervisor Student Intern Evaluation**

2. Has all approved training as scheduled for this period been satisfactorily completed?

☐ YES      ☐ NO      (If NO, describe scheduled training that has not been completed, needs to be rescheduled or requires additional time or emphasis. Document reasons for Incompletion.)

---

---

3. Do overall supervisory observations of the student intern reflect a demonstrated ability and potential for success in this field work? ☐ YES      ☐ NO

---

---

4. If the student intern is eligible for non-competitive conversion, do you give your recommendation for appointment at this time?

☐ YES      ☐ NO      (If NO, specify reason(s). Use additional sheets if necessary.)

---

---

5. Other comments:

---

---

**THIS EVALUATION FORM AND ALL APPLICABLE ITEMS HEREIN HAVE BEEN DISCUSSED WITH THE EMPLOYEE.**

Signatures	
<hr/> <b>Student Intern Signature</b>	<hr/> <b>Date</b>
<hr/> <b>Host Office Supervisor Signature</b>	<hr/> <b>Date</b>
<hr/> <b>Tribal Supervisor Signature</b>	<hr/> <b>Date</b>
<hr/> <b>Pathways Program Supervisor / Coordinator Signature</b>	<hr/> <b>Date</b>