

Work Experience Education at Mesa College

Supervisor Evaluation (SCANS) of Student Intern/Employee

Mesa College, 7250 Mesa College Drive, San Diego, CA 92111-4998; Phone: (619) 388-2789; Fax (619) 388-2741

Student Name: _____ Student I.D. #: _____

Company/Organization: _____ Student Job Title: _____

Rating Scale:

4 = Excellent (A); 3 = Above Average (B); 2 = Competent (C); 1 = Unsatisfactory (D); NA = Not Applicable

Workplace Competencies	4	3	2	1	NA	Comments
<u>Professionalism/Work Ethic:</u> Demonstrates personal accountability, effective work habits, e.g., punctuality, working productively with others, and time and workload management.						
<u>Teamwork/Collaboration:</u> Builds collaborative relationships with colleagues and customers; is able to work with diverse teams, negotiate, and manage conflicts.						
<u>Oral/Written Communication:</u> Articulates thoughts and ideas clearly and effectively; has public speaking skills. Writes clearly and effectively.						
<u>Critical Thinking/Problem Solving:</u> Exercises sound reasoning and analytical thinking; uses knowledge, facts, and data to solve workplace problems; applies math and science concepts to problem-solving.						
<u>Leadership:</u> Leverages the strengths of others to achieve common goals; uses interpersonal skills to coach and develop others.						
<u>Information Technology Application:</u> Selects and uses appropriate technology to accomplish a given task; applies computing skills to problem-solving.						
<u>Diversity:</u> Learns from and works collaboratively with individuals representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints.						
<u>Self-Direction/Lifelong Learning:</u> Is able to continuously acquire new knowledge and skills; monitors own learning needs; is able to learn from mistakes.						
<u>Creativity/Innovation:</u> Demonstrates originality and inventiveness in work; communicates new ideas to others; integrates knowledge across different disciplines.						
<u>Ethics/Social Responsibility:</u> Demonstrates integrity and ethical behavior; acts responsibly with the interests of the larger community in mind.						

Supervisor's Printed Name

Supervisor's Signature Date

Faculty Printed Name

Faculty Signature Date

Student's Printed Name

Student's Signature Date