

First Year UWF I/O Graduate Student Evaluation*

1

Student's Name: _____

Year Entered Program: _____

**Please note that this evaluation is intended for feedback and developmental purposes. It does not affect graduation, but could impact recommendations for future internships, jobs, or graduate programs.*

1. Content Knowledge and Skills: Knowledge of the I/O literature, critical thinking, the ability to research relevant topics, and the ability to integrate information from literature.

1 Below Expectations	2	3 Meets Expectations	4	5 Exceeds Expectations
<ul style="list-style-type: none"> • Does not display knowledge of I/O material • Does not locate adequate I/O literature (e.g., outdated, irrelevant) 		<ul style="list-style-type: none"> • Displays knowledge of I/O material by speaking in class • Locates relevant literature to I/O 		<ul style="list-style-type: none"> • Frequently discusses I/O material in and out of classes • Frequently asks questions to further knowledge of the I/O field • Applies I/O knowledge to other contexts or fields of study • Conducts superior reviews of I/O literature

Strengths:

Areas for Improvement:

2. Responsibility & Reliability: Demonstrates a consistent level of self-discipline, organization, and dependability.

1 Below Expectations	2	3 Meets Expectations	4	5 Exceeds Expectations
<ul style="list-style-type: none"> • Constantly late to work and other appointments • Misses appointments or meetings • Misplaces or loses work material • Does not complete tasks on time 		<ul style="list-style-type: none"> • Punctual • Able to locate work related materials • Meets deadlines • Completed work may need revisions 		<ul style="list-style-type: none"> • Early to work and other appointments • Completes assignments well before deadlines • Work is consistently of superior quality

Strengths:

Areas for Improvement:

3. Oral Presentation Skills: Effectively communicates verbally in a concise, articulate, and professional manner.				
1 Below Expectations	2	3 Meets Expectations	4	5 Exceeds Expectations
<ul style="list-style-type: none"> • Difficult to understand • Poor grammar • Uses inappropriate or unprofessional language • Frequent use of “filler” words (e.g., uh, um, like) 		<ul style="list-style-type: none"> • Speaks clearly, concisely, and professionally • Uses appropriate grammar • Easy to understand 		<ul style="list-style-type: none"> • Tailors language and style to different audiences • Well articulated • Shows appropriate emotions and facial expressions when talking to others • Uses gestures appropriately to convey information
Strengths:				
Areas for Improvement:				
4. Written Communication Skills: Effectively communicates in writing in a concise and professional manner.				
1 Below Expectations	2	3 Meets Expectations	4	5 Exceeds Expectations
<ul style="list-style-type: none"> • Written work is difficult to understand • Poor grammar and sentence structure • Uses inappropriate or unprofessional language • Frequent APA style errors 		<ul style="list-style-type: none"> • Writes in concise and professional language • Writing is easy to understand • Usually uses proper grammar and sentence structure • Minimal APA style errors 		<ul style="list-style-type: none"> • Tailors written language and style to different audiences • Written work is well articulated • Always uses proper grammar and sentence structure • Uses APA style with no errors
Strengths:				
Areas for Improvement:				
5. Initiative/ Self-starter: Seeks new tasks to work on without direction of others.				
1 Below Expectations	2	3 Meets Expectations	4	5 Exceeds Expectations
<ul style="list-style-type: none"> • Needs to be told what to do • Does not seek new tasks when all other tasks are completed • Requires frequent reminders to complete tasks 		<ul style="list-style-type: none"> • Seeks new tasks when all other tasks are complete • Does not require supervision to complete tasks • Completes daily activities without assistance 		<ul style="list-style-type: none"> • Begins new projects/tasks without being told • Fills in downtime with work-related activities • Displays enthusiasm
Strengths:				
Areas for Improvement:				

6. Interpersonal Skills: Appropriately interacts with others.

1 Below Expectations	2	3 Meets Expectations	4	5 Exceeds Expectations
<ul style="list-style-type: none"> • Rude • Treats others poorly • Appears physically uninterested • Argumentative • Does not allow other people to speak • Does not listen to others • Frequently interrupts others 		<ul style="list-style-type: none"> • Treats others with respect • Polite, even when opinions differ • Maintains composure during disagreements • Actively listens to others when they speak 		<ul style="list-style-type: none"> • Goes out of one's way to value individual opinions • Expresses sincere interest in others

Strengths:

Areas for Improvement:

7. Teamwork: Works well with others, demonstrates good citizenship, and acts ethically in order to complete projects and meet objectives.

1 Below Expectations	2	3 Meets Expectations	4	5 Exceeds Expectations
<ul style="list-style-type: none"> • Causes disruption in group work • Disturbs cohesiveness of groups • Does not actively participate in team activities 		<ul style="list-style-type: none"> • Works well with others • Cooperates • Accepts assigned tasks • Contributes to team decisions and discussions • Willing to compromise 		<ul style="list-style-type: none"> • Facilitates effectiveness of groups • Voluntarily takes leadership role • Enhances cohesiveness of group • Volunteers for tasks no one else wants to do

Strengths:

Areas for Improvement:

8. Problem Solving: Identifies problems and generates and evaluates solutions to problems.

1 Below Expectations	2	3 Meets Expectations	4	5 Exceeds Expectations
<ul style="list-style-type: none"> • Does not learn from previous mistakes • Frequently overwhelmed by problems • Does not recognize problems or the source of problems • Suggests inappropriate or impractical solutions • Operates on trial and error problem solving 		<ul style="list-style-type: none"> • Accurately identifies nature of problems • Develops viable solutions to problems • Gathers input from others when evaluating solutions 		<ul style="list-style-type: none"> • Generates novel solutions to problems • Evaluates alternative solutions, including practicality • Executes solutions • Anticipates future problems

Strengths:

Areas for Improvement:

10. Professional Development: Participates in appropriate activities for professional growth.

1 Below Expectations	2	3 Meets Expectations	4	5 Exceeds Expectations
-------------------------	---	-------------------------	---	---------------------------

9. Planning & Organizational Skills: Organizes and prioritizes tasks and materials in order to manage projects, complete tasks and locate information easily.

1 Below Expectations	2	3 Meets Expectations	4	5 Exceeds Expectations
-------------------------	---	-------------------------	---	---------------------------

- Does not prioritize tasks
- Procrastinates
- Cannot locate information or materials
- Unorganized
- Allows work to accumulate

- Orderly
- Sets goals and deadlines
- Divides large tasks and/or projects into manageable components
- Prioritizes tasks

- Adapts schedule to unanticipated events/changes
- Distributes tasks effectively
- Arranges material systematically

Strengths:

Areas for Improvement:

- Attends less than two internship presentations
- Attends or no talks outside of classroom
- Does not participate in department/track activities (e.g., orientation, SHRM, receptions for guest speakers)

- Attends 2 internship presentations
- Attends 1 or 2 talks
- Participates in most department/track activities
- Participates in at least one outside professional activity (e.g. attending a local SHRM or ASTD meeting)

- Attends more than 2 internship presentations
- Attends more than 2 talks outside of class
- Participates in almost all department/track activities
- Participates in more than one outside professional activity
- Seeks out professional growth opportunities (e.g., attending a conference or training seminar, involvement in research)
- Finds potential speakers

Strengths:

Areas for Improvement:

11. Overall Performance

1 Below Expectations	2	3 Meets Expectations	4	5 Exceeds Expectations
-------------------------	---	-------------------------	---	---------------------------

Strengths:

Areas for Improvement:

Evaluation Conducted by:

Signature	Date	Signature	Date
Signature	Date	Signature	Date