

Sample Passport Planning Calendar, Signature form, and Evaluation form

Please complete the learning contract and have is signed by your supervisor

Assignments	Due Date	Date submitted/comments
Module 1 Communication face to face	June 1	May 31 completed
Module 10 Journals (bi-weekly)	June 3 June 17 July 1 July 15	June 1 st , completed <i>Out of town with family, will combine with July 15</i>
Module 9 Difference in the Workplace	June 19	
Module 3 Professional Etiquette	July 22	
*Informational interview with CFO	July 29	<i>Ms. Doe on travel will meet August 1st</i>
etc...		

Upon completion of each task, the student will submit their work in Google docs or similar file sharing program and provide permission for the supervisor to view the documents submitted.

Student name: ___John Smith_____ Date ___May 15, 20xx_____

Signature of student ___*John Smith*_____

Name of supervisor ___Sally Jones, Director of Marketing, Habitat for Humanity _____

Signature of supervisor ___*Sally Jones*_____ Date ___May 15, 20xx_____

***Note:** this learning contract can be used for Passport deadlines as well as projects outside the Passport assignments.

****Additional note:** We highly recommend completing a professional performance evaluation at the end of the student's internship or job. Students don't often receive one, and they can be an excellent way to bring closure. There is a sample evaluation at the end of this document. It's usually preferable to use your own evaluation form with your letterhead if you have one. If not, feel free to use the one below and paste in your own organizational logo at the top.

Professional Evaluation

Employee Name: _____ **Job Title:** _____ **Date:** _____

Organization: _____ **Supervisor:** _____

Performance Criteria/Comments

1. Quality and Quantity of Work: 4 = Superior 3 = Strong 2 = Average 1 = Poor 0 = (N/A)

How accurate and neat is work? Does it meet acceptable standards? Are assignments completed on schedule? Is work organized? Do they arrange priorities to complete tasks? *Comments:*

2. Reliability/Dependability: 4 = Superior 3 = Strong 2 = Average 1 = Poor 0 = (N/A)

How reliable is the individual in performing work assignments and carrying out instructions? How much supervision is required? How responsible is the student toward assigned work? *Comments:*

3. Attitude: 4 = Superior 3 = Strong 2 = Average 1 = Poor 0 = (N/A)

Is the student enthusiastic, diligent, interested, and a courteous employee? Are they willing to take on difficult or disagreeable tasks? *Comments:*

4. Relationships: 4 = Superior 3 = Strong 2 = Average 1 = Poor 0 = (N/A)

Does the student work efficiently with others (superiors, peers)? Is the student worker tactful, diplomatic, enthusiastic, and engaging when dealing with visitors? *Comments:*

5. Initiative and Resourcefulness: 4 = Superior 3 = Strong 2 = Average 1 = Poor 0 = (N/A)

Does the student see things to be done and then take action? Offers suggestions for improved methods of operation? Do they follow through in work assignments and show creativity? *Comments:*

6. Attendance and Punctuality: 4 = Superior 3 = Strong 2 = Average 1 = Poor 0 = (N/A)

How faithful is the student in reporting to work and staying on the job? Does the student notify supervisor when running late or unable to report to work? *Comments:*

7. Professional Appearance: 4 = Superior 3 = Strong 2 = Average 1 = Poor 0 = (N/A)

Is student appropriate in language, dress, and grooming? *Comments:*

8. Communication Skills: 4 = Superior 3 = Strong 2 = Average 1 = Poor 0 = (N/A)

How are the students' oral and written skills? Does the student show awareness and interest in department objectives, goals, and policies? *Comments:*

OVERALL RATING 4 = Superior 3 = Strong 2 = Average 1 = Poor 0 = (N/A)

Greatest Strengths:

Areas that need improvement:

General comments:

Employee Signature _____ **Date** _____

Supervisor Signature _____ **Date** _____

Would you rehire this student for future employment? Yes No

Additional Comments: