



# MUSTANG EDUCATION CENTER

*Empowering Today to Achieve a Better Tomorrow*

## Supervisor Assessment of Student College and Career Readiness

**Directions:** *Please answer the following questions based upon your experience observing the student. Please be objective and candid in your assessment; your responses will help strengthen our program. If you have not had the opportunity to observe the student's skill level or behavior in a particular area, please respond N/A: "No Opportunity to Observe"*

Part I. Core College and Career Readiness Skills
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Please rate the student's foundational and applied workplace skills according to the rating scale below:

1	2	3	4	N/A
Does Not Meet	Approaches	Meets	Exceeds	No
Expectations	Expectations	Expectations	Expectation	Opportunity
			s	To Observe

### **A. Foundational Skills**

	1	2	3	4	N/A
Locating, comprehending, and evaluating information	1	2	3	4	N/A
Listening and observing	1	2	3	4	N/A
Critical thinking, problem formulation, and problem solving	1	2	3	4	N/A
Oral communication	1	2	3	4	N/A
Written communication	1	2	3	4	N/A
Quantitative reasoning	1	2	3	4	N/A
Precision and accuracy	1	2	3	4	N/A

### **B. Applied Workplace Skills**

	1	2	3	4	N/A
Systems thinking	1	2	3	4	N/A
Creativity and innovation	1	2	3	4	N/A
Information technology application	1	2	3	4	N/A
Teamwork/collaboration	1	2	3	4	N/A
Ability to work with diverse individuals	1	2	3	4	N/A
Ethical behavior	1	2	3	4	N/A
Flexibility/adaptability	1	2	3	4	N/A



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## C. Self-Management and Personal Responsibility

Please rate the student's self-management skills and personal responsibility according to the following rating scale:

1	2	3	4	N/A
Rarely	Sometimes	Usually	Always	No Opportunity To Observe

Manages time effectively; punctual	1	2	3	4	N/A
Self-directed; takes initiative; resourceful	1	2	3	4	N/A
Takes responsibility for learning; seeks to learn	1	2	3	4	N/A
Asks appropriate questions	1	2	3	4	N/A
Prioritizes tasks	1	2	3	4	N/A
Persistent	1	2	3	4	N/A
Brings tasks and projects to completion	1	2	3	4	N/A
Aware of own abilities and performance	1	2	3	4	N/A
Exhibits responsible and professional behaviors as defined by the industry or field	1	2	3	4	N/A

Part II: Knowledge of Field and Organizational Context
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Please rate the student's knowledge of the industry/field, occupation, and organizational context according to the rating scale below:

1	2	3	4
Skill Falls Below Expectations	Skill Approaches Expectations	Skill Meets Expectations	Skill Exceeds Expectations

Understands career opportunities/requirements in the industry or field overall	1	2	3	4
Understands career opportunities/requirements in the specific occupational area related to the internship or student project.	1	2	3	4
Understands the culture, etiquette, and practices of the workplace or the project client's organization and knows how to navigate the organization.	1	2	3	4
Knows how to interact with supervisors, clients, and teammates.	1	2	3	4



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## Part III: Position-Specific Technical Skills

Please list one to three position-specific technical skills of particular significance in your industry, specific occupation, workplace, or project that the student was clearly expected to use during the internship. Do not repeat general skills assessed in Parts I and II. Examples of position-specific skills include computer networking, accounting skills, event planning, second language fluency, etc. that might appear as requirements on a job description. Then please rate the student on skills demonstrated according to the rating scale below:

1  
Skill Falls Below  
Expectations

2  
Skill Approaches  
Expectations

3  
Skill Meets  
Expectations

4  
Skill Exceeds  
Expectations

Skill	Rating			