



**Wayland Baptist University – Hawaii Campus**  
**99-080 Kauhale St., #D-14, Aiea, HI 96701**  
**Experiential Professional Development**  
**Evaluation by Employer or Supervisor**

**This section to be completed BY THE STUDENT requesting credit**

Student's Name: \_\_\_\_\_ PC ID# \_\_\_\_\_

Organization: \_\_\_\_\_ Supervisor's Phone: (\_\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

Street City State Zip Code

**This section to be completed BY THE SUPERVISOR of the student named above [ \_\_\_\_\_ ]**  
Please CLEARLY PRINT supervisor's name

Please attach a **complete job description** for the position on company letterhead. If it is against your organization's policy to evaluate employee performance, please include a statement saying so, also on company letterhead.

Student's Title / Position: \_\_\_\_\_

Period of Employment: Start Date- \_\_\_\_/\_\_\_\_/\_\_\_\_ End Date- \_\_\_\_/\_\_\_\_/\_\_\_\_ (Do not write 'present')  
month day year month day year (Use today's date if current)

This position is *paid / unpaid*. (circle one)      This position is *full-time / part-time*. (circle one)

This position is *supervised / unsupervised*. (circle one)      This student has *completed / not completed* formal training. (circle one)

Evaluation of Performance: Please circle the appropriate number based on '1' being the lowest and '10' being the highest evaluated measurement.

1. *Performance of duty:* Consider the quantity, quality, and timeliness of duties performed. .... 1 2 3 4 5 6 7 8 9 10
2. *Task Completion:* Ability to follow directions and complete a task. .... 1 2 3 4 5 6 7 8 9 10
3. *Human relations:* Consider how well this individual shows concern and is sensitive to the needs of others. .... 1 2 3 4 5 6 7 8 9 10
4. *Communication:* Ability to communicate in both oral and written format. .... 1 2 3 4 5 6 7 8 9 10
5. *Leadership:* Consider how well this individual leads and maintains harmony and discipline. .... 1 2 3 4 5 6 7 8 9 10
6. *Dependability:* Consider how well this individual carries through with assigned tasks. .... 1 2 3 4 5 6 7 8 9 10
7. *Acceptance of Responsibility:* Consider this individual's acceptance of responsibility for personal actions and those of subordinates. .... 1 2 3 4 5 6 7 8 9 10
8. *Attendance:* Regularity of attendance in the work place. .... 1 2 3 4 5 6 7 8 9 10
9. *Management:* Consider how often this individual manages material and personnel. .... 1 2 3 4 5 6 7 8 9 10
10. *Initiative:* Consider how often this individual takes the first step or is a self starter. .... 1 2 3 4 5 6 7 8 9 10
11. *Progress or Improvement:* Consider how much improvement has been made by this individual in performance. .... 1 2 3 4 5 6 7 8 9 10

**List any other factors which you consider pertinent on the back of this sheet:** (Facts, Specific Achievements, Strengths, Education, Training Accomplishments plus progression in duties and/or responsibilities from employment to present.) **If any items on this sheet have been omitted or left blank, please explain.** This original-signature sheet is required; **it cannot be faxed.**

Thank you for your assistance in evaluating this student for EPD credit.

Supervisor's Signature: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (Supervisor: if any of your section has been pre-completed, please reject this form.)

Wayland Baptist University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award degrees at the associate, baccalaureate, and master's levels. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Wayland Baptist University.