

# CCS Professional Praxis: Employer Evaluation



**Employer:** Please return this form to the student after filling it out and signing it.

**Student:** Send this form to [ccsproprax@gwu.edu](mailto:ccsproprax@gwu.edu) by the date listed on [this webpage](#) for the given semester, regardless of when your job or internship ends. Please direct any questions to [ccsproprax@gwu.edu](mailto:ccsproprax@gwu.edu).

Student's Full Name:				Student's GWID:	
Supervisor's Name:				Company:	
Session ( <b>check one</b> ):	Fall	Spring	Summer	Other	Year:

## Performance Review

*This portion is to be completed and signed by the student's direct supervisor. Please check the box next to the term that best describes the student's skill level for each attribute, and write any comments in the space provided.*

<b>Communication:</b> Effectively communicates by phone, email, and in person, with co-workers, customers, and supervisor(s).		
Proficient	Needs Improvement	
<b>Job Skills &amp; Technical Skills:</b> Demonstrates the knowledge and skills required to perform the job effectively.		
Proficient	Needs Improvement	
<b>Productivity &amp; Quality of Work:</b> Delivers high quality work in a timely manner. Pays attention to deadlines.		
Proficient	Needs Improvement	
<b>Teamwork:</b> Treats others with courtesy and respect. Contributes to team success. Responds well to feedback.		
Proficient	Needs Improvement	
<b>Initiative:</b> Asks for additional projects, develops new ideas, and proactively seeks out opportunities to contribute.		
Proficient	Needs Improvement	
<b>Dependability:</b> Is trustworthy, punctual, reliable, and responsible. Inspires confidence in supervisors and coworkers.		
Proficient	Needs Improvement	
<b>Judgment:</b> Makes smart and educated decisions, escalating to supervisor as appropriate.		
Proficient	Needs Improvement	
<b>Professionalism:</b> Demonstrates a professional demeanor, dresses appropriately, maintains confidentiality, etc.		
Proficient	Needs Improvement	
<b>Overall Assessment:</b> Please use the space below to describe the student employee's key strengths, identify any areas for growth, and note any significant accomplishments during this review period.		

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Handwritten or digital signatures only – script-like fonts are not acceptable)