**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 1st, completed  Out of town with family, will combine with July 15 |
| Module 9 Difference in the Workplace | June 19 |  |
| Module 3 Professional Etiquette | July 22 |  |
| \*Informational interview with CFO | July 29 | Ms. Doe on travel will meet August 1st |
| 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.

**Passport and Professional Planning Calendar**

**Student completes the learning contract and has is signed by their supervisor**

|  |  |  |
| --- | --- | --- |
| Assignments | Due Date | Date submitted/comments |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

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

Student name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

Signature of student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

Signature of supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

# 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:*