

STUDENT EVALUATION FORM (to be returned to the student)

MENTOR _____ STUDENT _____

GRADE (circle one) PASS FAIL DATE _____

A. DESCRIPTION OF FILE (Please provide a brief description of the file the student has been working on, including what you think the difficulty level of the file is)

	<u>Poor</u>	<u>Adequate</u>	<u>Very Good</u>	<u>Excellent</u>
	1	2	3	4
B. CLIENT-STUDENT RELATIONS				
1. Had client fill out client agreement	1	2	3	4
2. Work produced reflected genuine interest in clients and client concerns	1	2	3	4
3. Adequately gathered and recorded information from client	1	2	3	4
4. Gained sufficient information during interview	1	2	3	4
5. Actively participated during the initial interview and subsequent meetings with the client	1	2	3	4
6. Was timely in obtaining additional information as required	1	2	3	4
7. Did not have to <i>unnecessarily</i> go back to client for additional information	1	2	3	4
8. Demonstrated professionalism during client interaction	1	2	3	4
9. Was prompt in reporting to clients	1	2	3	4
10. Overall handled client files in a professional manner	1	2	3	4

C. STUDENT-MENTOR RELATIONS				
1. Sought assistance in timely fashion	1	2	3	4
2. Was conscientious in having work reviewed	1	2	3	4
3. Attended all required meetings	1	2	3	4
4. Was adequately prepared to discuss client file during meetings	1	2	3	4

