

SUNY Cortland
Mid-Semester Performance Evaluation Healthcare Management Fieldwork

Student Name: _____

Agency Supervisor: _____

Directions: The mid-semester evaluation should be completed by the person(s) in the best position to assess the student based on familiarity with the student’s work and frequent opportunities for observation. More than one agency staff member may contribute to the evaluation. As you complete the evaluation, please consider the performance level expected for an entry-level healthcare management professional. After completion, please review the mid-semester evaluation with the student and have the agency supervisor and the student sign and date the form. The student is responsible for submitting the completed evaluation to the college supervisor.

*Please evaluate the student’s performance, professionalism, skills and abilities
(1 = poor, 2 = below average = average, 4= very good, 5 = excellent, or N/A)*

Initiative		Demonstrates an understanding of HCM knowledge and skills	
Maturity		Management & Leadership – managerial concepts, guiding, directing, assuming responsibility of agency/departments	
Dependability		Operations Management and Decision-Making	
Creativity		Strategy Formulation and Implementation – steps associated with strategic planning -	
Promptness		Quality Improvement – ability to use tools/systems to measure, assess, and improve initiatives/systems	
Professional appearance		Information Technology and Management	
Professional demeanor & attitude		Human Resources – principles and processes	
Competence in speaking skills		Finance and Accounting	
Competence in writing to professional standards		Health Economics	
Ability to work with others		Marketing Principles	
Positive response to constructive criticism		Health Policies and Laws – as they relate to the organization	
Ability to research & analyze information		Diversity, Equity, & Inclusion – the role DEI plays in care and the need to deliver culturally competent care	
Ability to analyze & solve problems		Healthcare Relationships/Stakeholders- consumers, providers, payers	
Ability to learn			
Accuracy of work produced			
Shows interest in the profession			
Shows promise of success in the profession			
Shows basic expected entry-level skills			
Shows awareness of professional ethics			
Shows awareness of technology in this field		Overall, how would you rate the student’s performance thus far in their fieldwork experience?	

What are the intern's most significant strengths?

How might the student improve his/her/their competence?

What particular area(s) should the student focus upon for development during the remainder of the fieldwork experience?

Please use this space below to provide additional feedback about the student's performance.

Student Acknowledgement: My agency supervisor has discussed this evaluation with me.

Student's Signature: _____

Date: _____

Agency Supervisor Acknowledgement: The above evaluation is an honest assessment of the student's performance and has been discussed with the student.

Agency Supervisor's Signature: _____

Date: _____