

**PERFORMANCE EVALUATION**  
**Salem Academy January Term**

Student \_\_\_\_\_ Field Advisor \_\_\_\_\_

Firm, Institution, and/or Department \_\_\_\_\_

Thank you for the generous commitment of time and energy you have made in supervising one of our students during Jan. Term. We would appreciate a candid evaluation of the student's performance. Please check the appropriate category for each of the following and, in order to maintain confidentiality, sign the seal of the envelope provided by the student or scan and email the form to Betsy Boyd, Director of Studies, at [betsy.boyd@salem.edu](mailto:betsy.boyd@salem.edu).

1. Excellent      2. Very Good      3. Satisfactory      4. Unsatisfactory

CATEGORY	1	2	3	4
APPEARANCE (i.e., neatness, attire, etc.)				
PUNCTUALITY				
INITIATIVE				
PROFESSIONALISM				
COMMITMENT				
COURTESY				
ATTENTION TO TIME SHEET				
THANK YOU <b>CARD</b> (not note or email)				
<b>OVERALL PERFORMANCE</b>				

Please comment on the following (use reverse side if necessary).

1. Areas in which the student excelled (in addition to items noted above):
2. Areas of weakness or difficulty (in addition to items noted above):
3. The student's overall participation and achievement:
4. Further explanation (if necessary) of items on checklist:
5. Based on this student's performance, would you be willing at some future time to serve as a field advisor for a Salem Academy student? Why or Why not?

Signature \_\_\_\_\_ Date \_\_\_\_\_