



Supervisor Assessment: Administrative Duties

Student Name: _____

Supervisor: _____

Performance evaluation based on: (dates, time spent and jobs completed)

	1 Below Acceptable	2 Fair	3 Good	4 Super
1. How strong or effective would you expect this student to be working in an office?				
Comment on rate, accuracy, and performance:				
2. How strong is the student when working with a copy machine?				
Comment on rate, accuracy, and performance:				
3. How strong is the student when working with a postage machine?				
Comment on rate, accuracy, and performance:				
4. How strong is the student sorting and delivering mail in an office?				
Comment on rate, accuracy, and performance:				

	1 Below Acceptable	2 Fair	3 Good	4 Super
5. How strong is the student when filing hard copies of documents?				
Comment on rate, accuracy, and performance:				
6. How strong is the student sending out bulk mail in an office (100 to 500 pieces of mail at a time)?				
Comment on rate, accuracy, and performance:				
7. How strong is the student using the computer to enter data on spreadsheets and office records?				
Comment on rate, accuracy, and performance:				
8. How strong is the student processing invoices and filing information on electronic files for billing, shipping and handling?				
Comment on rate, accuracy, and performance:				
9. How strong is the student sending out notices and information through email or a web site in an office?				
Comment on rate, accuracy, and performance:				

	1 Below Acceptable	2 Fair	3 Good	4 Super
10. How strong is the student answering phones and directing calls?				
Comment on rate, accuracy, and performance:				
11. How strong is the student managing supplies and keeping an inventory of office materials and supplies?				
Comment on rate, accuracy, and performance:				
12. How strong is the student using a fax machine or scanner?				
Comment on rate, accuracy, and performance:				

Other comments about the student's performance in this setting:
