

**DEPARTMENT OF RECREATION ADMINISTRATION
INTERNSHIP FINAL PERFORMANCE APPRAISAL RESULTS**

SPECIAL REPORT

**DEPT. OF RECREATION ADMINISTRATION
REC 4275:
PERFORMANCE APPRAISAL RESULTS
(2012 – 2014)**

Department of Recreation Administration
Eastern Illinois University
Charleston, IL

July 2014

1. As the agency-site supervisor, please evaluate the internship student on the following professional practices and etiquette domains:

Question	Does Not Meet Standards	Meets Minimum Standards	Meets Standards	Exceeds Position Standards	Outstanding	Total Responses	Mean
Knowledge of Position (demonstrates understanding of the agency, its operations, organizational structure, and the role and expectations of position within the agency, etc.)	0.00%	0.00%	33.33%	16.67%	50.00%	6	4.17
Oral Communication (employs effective communication with staff and constituencies, demonstrates ability to listen, asks appropriate questions, etc.)	0.00%	0.00%	0.00%	83.33%	16.67%	6	4.17
Written Communication (demonstrates sound writing ability for profession, develops reports, papers, and projects, uses appropriate language and writing style, etc.)	0.00%	0.00%	33.33%	33.33%	33.33%	6	4.00
Punctuality & Attendance (arrives to work in a timely manner, provides adequate notice for absence/tardiness, etc.)	0.00%	0.00%	16.67%	33.33%	50.00%	6	4.33
Attitude (practices demeanor that is appropriate for position, demonstrates enthusiasm for experience, accepts criticism, etc.)	0.00%	0.00%	16.67%	16.67%	66.67%	6	4.50
Judgment (employs sound reasoning and forethought when making decisions, interprets assessments appropriately, uses resources when needed, etc.)	0.00%	0.00%	33.33%	16.67%	50.00%	6	4.17
Initiative (demonstrates a desire to seek knowledge displays a motivation to engage in projects/activities above and beyond the scope of the internship position requirements, seeks out projects/experiences without being prompted by supervisor, etc.)	0.00%	0.00%	33.33%	50.00%	16.67%	6	3.83
Performance of Duties (demonstrates organization, employs work ethic that is consistent with profession, practices thoroughness with projects/assignments, etc.)	0.00%	0.00%	33.33%	16.67%	50.00%	6	4.17
Interpersonal Relationships w/Individuals Served (uses tact, respect, courtesy, and safety awareness when interacting with participants, customers, clients, etc.)	0.00%	0.00%	0.00%	33.33%	66.67%	6	4.67
Interpersonal Relationships w/Staff (uses tact, respect, courtesy, and safety awareness when interacting with staff, etc.)	0.00%	0.00%	0.00%	33.33%	66.67%	6	4.67

2. As the agency-site supervisor, please evaluate the internship student on the following professional/internship content domains:

Question	Does Not Meet Standards	Meets Minimum Standards	Meets Standards	Exceeds Position Standards	Outstanding	Total Responses	Mean
Budget & Finance (analyze budgets, fees & charges, external funding sources, and purchase requisitions/orders, examine how budgets and capital improvement programs are managed, complete cash handling practices, etc.)	0.00%	0.00%	16.67%	83.33%	0.00%	6	3.83
Staff Development & Supervision (examine job descriptions, performance appraisals, and supervision policies, interpret personnel issues, appraise work schedules, employee grievance processes, orientations, and training programs, work with seasonal, part-time, and volunteer staff, etc.)	0.00%	0.00%	0.00%	100.00%	0.00%	5	4.00
Policy Formulation & Interpretation (inspect agency policies and operations manual, appraise agency's policy decision making process, analyze advocacy activities, etc.)	0.00%	0.00%	33.33%	50.00%	16.67%	6	3.83
Customer Service & Marketing (complete networking activities with related organizations, examine agency's vision and mission and markets, construct promotional materials, public information services, and packets for special issues, analyze public relations efforts, practice customer service, etc.)	0.00%	0.00%	16.67%	33.33%	50.00%	6	4.33
Assessment (analyze individual/group/program needs, resources, etc.)	0.00%	0.00%	16.67%	66.67%	16.67%	6	4.00
Program Planning (construct program and participant goals and objectives, practice ADA compliance, examine program development including activities, logistics, & scheduling, etc.)	0.00%	0.00%	33.33%	33.33%	33.33%	6	4.00
Program Implementation (employ direct leadership of recreation activities including teaching, equipment use, and supervision, analyze program registration, facility reservations, inclusion practices and related paperwork, etc.)	0.00%	0.00%	33.33%	33.33%	33.33%	6	4.00
Program Evaluation (complete program and participant evaluations, construct program/agency reports, etc.)	0.00%	0.00%	16.67%	50.00%	33.33%	6	4.17
Planning & Management (interpret agency's strategic plan, examine partnerships, facility policies, and operations, etc.)	0.00%	0.00%	20.00%	40.00%	40.00%	5	4.20
Maintenance Management (examine agency's maintenance standards and plan, energy efficient procedures, preventive maintenance, etc.)	0.00%	0.00%	33.33%	50.00%	16.67%	6	3.83
Facility Operations (inspect opening/closing procedures for facilities, employ safety and security procedures, analyze facility management procedures, etc.)	0.00%	0.00%	16.67%	16.67%	66.67%	6	4.50