Benedictine University
Dietetic Internship Program
STAFF RELIEF EVALUATION FORM

Director, Dietetic Internship Program
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630-829-6548
jmoreschi@ben.edu

Intern’s Name ________________________________

Rotation ________________________________

Date of Experience FROM ________________ TO ________________

Evaluated by NAME ____________________ DATE ________________

SITE ________________________________

Describe the Staff Relief Experience:

Below are a series of descriptive statements. Based on your knowledge of the intern, please use the following scale to evaluate progress:

4 = Meets objectives all the time without assistance (Superior)
3 = Meets objectives most of the time without assistance (Above Average)
2 = Meets objectives some of the time with assistance (Average)
1 = Needs Improvement (Below Average)
0 = Unsatisfactory (Unacceptable)
NA = Not Applicable (please comment)

Place a check mark in the appropriate column. Use the “Not Applicable” column only when the student has not been required to demonstrate this characteristic on your service and please comment.

<table>
<thead>
<tr>
<th>Advocacy (able to support decisions with using relevant and accurate facts, data, and evidence.)</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
<th>0</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Service &amp; Employee Interactions</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>NA</td>
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<tr>
<td>Transmits a feeling of warmth and kindness</td>
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<td>Initiates and maintains meaningful communication</td>
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<td>Responds supportively to the patient’s and/or employee needs and feelings</td>
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<td>Relates well to persons with different cultural and economic backgrounds</td>
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<td>Is tactful, courteous and considerate</td>
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<td>Is open-minded—avoids undue criticism</td>
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<td>Accepts personality differences</td>
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<tr>
<td>Time Management</td>
<td>4 3 2 1 0 NA</td>
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<td>Work prioritization</td>
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<td>Able to complete work by established deadlines</td>
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<tr>
<th>Professional Judgment</th>
<th>4 3 2 1 0 NA</th>
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<tbody>
<tr>
<td>Maintains high standards of performance and ethics</td>
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<tr>
<td>Does not divulge privileged information</td>
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<td>Shows poise and confidence in new or stressful situations</td>
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<thead>
<tr>
<th>Problem Solving</th>
<th>4 3 2 1 0 NA</th>
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<tbody>
<tr>
<td>Seeks new and better ways of doing things</td>
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<tr>
<td>Applies common sense to the solution of a problem</td>
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<td>Is flexible in approach to patient</td>
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<td>Is flexible in approach to employee interactions</td>
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<tr>
<th>RESPONSIBILITY</th>
<th>4 3 2 1 0 NA</th>
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<td>Is not reluctant to assume responsibility</td>
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<td>Takes responsibility for the decision made</td>
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<td>Is dependable; keeps his or her word</td>
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<td>Seeks advice when needed</td>
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Comments:

What, in your opinion, are the student’s major strengths?

What recommendations do you make for the student’s next staff relief experience? (Weak points that might be given concentrated effort).

EVALUATOR  

INTERN  

DATE  

DI Director’s Signature  

DATE  

Benedictine University Dietetic Internship  
Staff Relief Evaluation.  
October, 2010  
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