

Evaluation Materials

AMOCO TARGETED SELECTION NAME: _____
 HUMAN RESOURCES DEPARTMENT CANDIDATE DATA INTEGRATION SUMMARY

DIMENSIONS (RANKED IN ORDER)	INTERVIEWER S INITIALS					SUMMARY
	INTERVIEWER GUIDE:					
	A	B	C	D	E	
ORAL COMMUNICATION						
JUDGMENT/DECISIVENESS						
INITIATIVE						
TEAMWORK						
CLIENT SERVICES ORIENTATION						
LEADERSHIP						
ADAPTABILITY						
WRITTEN COMMUNICATION						
ABILITY TO LEARN						
ANALYSIS						
RAPPORT BUILDING						
SENSITIVITY						
PERSUASIVENESS						
PLANNING & ORGANIZING						
TECH & PROFESSIONAL KNOWLEDGE						
JOB MOTIVATION/FIT						
WORK STANDARDS						
TOLERANCE FOR STRESS						
OVERALL RATING						

Amoco Performance Management
Intern Input

Intern Name		Social Security Number (or EI No.)
School	Degree/Major	Expected Graduation Date
Company	Department	Location

A. What are your career objectives and how do you feel your internship had contributed to your attainment of these objectives?

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B. Are there any factors or limitations you will have to consider as you evaluate your career options?

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C. List any other points you would like to discuss with your supervisor in the upcoming performance discussion.

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D. Is there any input you would like to give your supervisor about his/her supervisory practices?

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E. Overall, how would you evaluate your experience with the Professional Intern Program? Please comment on the strengths, weaknesses, and any changes you would make to the program.

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Intern Signature	Date
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Amoco Performance Management - Internship

Intern Name		Social Security Number (or EI No.)	Date
School	Degree/Major		Expected Graduation Date
Company		Department	
Location			
Supervisor Name			

I. Roles and Accountabilities, Objectives

A. Roles and Accountabilities: Describe the intern's roles and accountabilities. Indicate whether the accountabilities are individual, joint or team.

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B. Objectives: List the objectives to be accomplished by the intern during the internship. Describe the expected outcome and roles.

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B1. Changes to Objectives where applicable. *(date and initial)*

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C. List individuals who should have input into subsequent reviews regarding established objectives and dimensions, where applicable.

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II. Performance Dimensions

Indicate to what degree each dimension is important to effective performance in this position and to what degree the intern is effective in each. Comment on specific incidents when appropriate.

Intern Name	Date
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Importance: C - Critically important I - Important N - Not Applicable <i>(Do not rate effectiveness on dimensions marked N)</i>	Effectiveness: E - Exceeds requirements M - Meets requirements O - Opportunity for Development <i>(Opportunities for Development may exist even when expectations meet requirements)</i>	Importance (✓)			Effectiveness (✓)		
		C	I	N	E	M	O
Communication: Listens well Effectively communicates with individuals throughout the organization Gives clear and complete oral instructions Makes clear and well-organized presentations Other (specify) Comments:							
Creativity/Innovation: Generates new ideas Implements new and useful concepts effectively Fosters innovation Other (specify) Comments:							
Decision Making: Makes timely and effective decisions consistent with business plans and department goals Considers broader impact of alternatives Delegates appropriately Balances logic and intuition to take appropriate risks Other (specify) Comments:							
Participative Leadership: Creates participative climate Effectively communicates mission and goals Motivates by promoting mutual ownership of ideas and actions Seeks input from others Other (specify) Comments:							
Performance Management: Mutually defines performance expectations and sets objectives Mutually plans development Mutually reviews and evaluates progress and results Effectively works with supervisor to define, develop, and review personal performance Other (specify) Comments:							
Planning and Organizing: Identifies goals, directions and desired results Anticipates problems and adjusts accordingly Organizes work effectively and uses available resources (e.g. people, money, time) Other (specify) Comments:							

Intern Name	Date
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II. Performance Dimensions . . . continued		Importance (✓)			Effectiveness (✓)		
		C	I	N	E	M	O
Teamwork:	Works and interacts effectively as a team member Balances individual and team effort Gains trust and respect of others Effectively utilizes interpersonal skills (e.g. managing conflict, negotiating) Other (specify)						
Comments:							
Performance dimensions not listed: (Technical, Functional, Business, etc.)							
Comments:							
Roles and Accountabilities, Objectives, and "Importance" portion of Performance Dimensions have been mutually established and Supplemental Input individuals have been identified.		Intern's Signature				Date	
		Supervisor's Signature				Date	

III. Performance Review

A. Mid-Point Review Dates				
B. Comment on how well roles/accountabilities and objectives were met. Describe any significant activities suggesting performance which greatly exceeded accomplishing objectives and describe situations suggesting areas needing improvement. Indicate whether results were accomplished individually, jointly, or through team effort. Also note developmental activities in which the intern has participated that have enhanced the intern's understanding of the organization.				

Intern Name	Date
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IV. Formal Review Comments

Next level of management	
Comments:	
Signature	Date

Other management <i>(if applicable)</i>	
Comments:	
Signature	Date

Intern	
Comments:	
Date	

Performance Review and "Effectiveness portion of Performance Dimensions have been mutually evaluated and reviewed.	Signature	Date
	Signature	Date