INSTRUCTORS:
This form is to be used as a learning/teaching tool for providing feedback to the student. There are six categories with questions to consider as you complete your evaluation. Please fill out the form each day as close to the end of the day as possible, sign and share your evaluation and comments with the student. When you answer “non-compliant” or “needs improvement” to any question, please provide details in the “comments” and give the form to the clinical coordinator after discussing with the student. The feedback on this form is not tied to the student’s academic grade but deficiencies will be addressed as they relate to professional performance and CLS program expectations. Thank you.

1. Work Practices
   - Non-compliant
   - Needs Improvement
   - Meets Expectations
   - Exceeds Expectations
   Did the student demonstrate initiative, organization, quality & quantity of work, problem solving, preparation, retention of knowledge and adhere to proper safety procedures/PPE?
   Comments:

2. Communication Skills
   - Non-compliant
   - Needs Improvement
   - Meets Expectations
   - Exceeds Expectations
   Did the student enter data correctly (i.e., no errors) in the LIS and/or paper report? Is their handwriting clear and legible? Did the student express themselves clearly, concisely, respectfully and use correct medical and/or technical terms?
   Comments:

3. Personal Integrity
   - Non-compliant
   - Needs Improvement
   - Meets Expectations
   - Exceeds Expectations
   Does the student handle confidential information appropriately? Does the student only report results known to be accurate? Is the student able to admit errors and seek to correct them?
   Comments:

4. Interpersonal Skills
   - Non-compliant
   - Needs Improvement
   - Meets Expectations
   - Exceeds Expectations
   Does the student actively seek and positively appreciate guidance from instructor(s) and use their feedback to correct deficiencies? Is the student cooperative and helpful to all staff?
   Comments:

5. Personal Traits
   - Non-compliant
   - Needs Improvement
   - Meets Expectations
   - Exceeds Expectations
   Does the student comply with the dress code and arrive neat, clean and well-groomed? Does the student appear interested in the work and learning? Does the student display self-confidence and a positive attitude? Is he/she able to control their emotions and able to work under stress?
   Comments:

6. Attendance
   - Non-compliant
   - Needs Improvement
   - Meets Expectations
   - Exceeds Expectations
   Did the student arrive on time? Did the student arrive prepared and ready to work? Did the student return at the appropriate time from break(s)?
   Comments:

If applicable, describe a situation in which the student demonstrated superior performance or truly exceptional work. Please use the back of this sheet if necessary.

Instructor Name: ____________________________  Instructor Signature: ____________________________  Student Signature: ____________________________
(please print)
Date: ____________________________  Date: ____________________________