

Evaluation Checkpoints

Gaipman and Anthony (1993) suggest these checkpoints to help supervisors prepare for the evaluation conference.

Activity	Rationale
1. Review the performance objectives, the institution's expectations and the evaluation form.	Demonstrates the supervisor's preparedness and regard for ethics.
2. Examine your state of mind and your attitudes about the student and performance evaluation.	Shows the supervisor's ability to carry out an objective evaluation.
3. Gather and analyze information about the student's performance.	Ensures the recording of facts and observations, not judgments or isolated incidents.
4. Obtain information from a variety of sources.	Confirms the observations and guarantees a comprehensive review.
5. Encourage the student's participation by way of self-evaluation.	Maximizes participation and shows the importance of this two-way approach.
6. Explain the procedures to be used during the one-on-one evaluation conference, set the conference date and time, and inform the student.	Clarifies the evaluation process and stresses the importance of transparency.