

# Aim University Group INC

## ON-THE-JOB SUPERVISION AND COMPETENCY VERIFICATION FORM

*Please Type In The Table*

Part 1: Applicant's Information	
<i>Employee:</i>	
<i>Position Title:</i>	
<i>Start Date:</i>	
<i>Completion/Current Date:</i>	
<i>Fulltime/Part-time:</i>	
<i>Detailed Job Role Explanation And Description</i>	<i>Responsible for</i>
	<i>Supervises the specific functions of</i>
	<i>Supervises whom</i>
	<i>Reports directly to</i>
Part 2: Supervisor's Information	
<i>Name Of Organization:</i>	
<i>Last Name:</i>	
<i>First Name:</i>	
<i>Title:</i>	
<i>Email Address:</i>	
<i>Business Address:</i>	
Part 3: Direct supervision and contact hours with the applicant	
<i>I have been providing INDIVIDUAL supervision to the applicant since (MMDDYYYY)</i>	
<i>I have been providing TEAM supervision to the applicant since (MMDDYYYY)</i>	
Part 4: Elements to demonstrate competence, positive characteristics, ability to learn from others, and grow opportunities	
<i>Rate the employee on a scale of 1 to 5 with 1 being the lowest and 5 the highest</i>	
<i>1. Observation Skills</i>	
<i>2. Asking For Help</i>	

3. Familiarity with the tasks assigned with the job role	
4. Ability to Improve: to be honest with self – finding weaknesses, and using different ways and methods to rectify them	
Development and improvement of soft skills e.g. attitude, personality, and positive social characteristics	
Communication Skills: communicate well with colleagues, supervisors, subordinates, and customers	
5. Optimism and Flexibility: openness to suggestions from others, and able to update skills, roles, tasks, and efficiency standards	
Efficiency: learn quickly and able to use technology and tools to improve efficiency and standards	
Adeptness: On a scale of 1 to 5, what mark would you allocate to the applicant based on the assessment of the job competencies and personal characteristics	
<b>Part 5: justification for the overall ratings</b>	
As the qualified supervisor, do you have any concerns about the applicant's ability to competently perform in a graduate-level program? Please DISCUSS.	
<b>Part 6: Consent and closing</b>	
By my signature, I attest that the above material is true to the best of my knowledge.	Name: Signature: Date:

Thank you for patience, time, and participation in the evaluation of the applicant. Please submit the completed document to Chris-Ann-Toni Hunter by email at [enroll@aimuniversitygroup.org](mailto:enroll@aimuniversitygroup.org)

Thank You!!!