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| **HAMİDİYE SAĞLIK BİLİMLERİ FAKÜLTESİ SAĞLIK YÖNETİMİ BÖLÜMÜ UYGULAMA DEFTERİ****ADI VE SOYADI:** **ADI-SOYADI:****NUMARASI:****ÖĞRENCİ NUMARASI:*****Bu sayfadan 50 adet çıkartılacaktır****.*

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| --- | --- |
| **ÖĞRENCİNİN ADI VE SOYADI** |  |
| **KURUM ADI** |  |
| **İŞ/BİRİM ADI** |  |
| **ÇALIŞMA SÜRESİ** |  |
| **YAPILAN İŞLER** |  |

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| **GÜNLÜK DEVAM ÇİZELGESİ****Öğrencinin Adı-Soyadı:**

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| --- | --- | --- | --- | --- |
| **GÜN** | **TARİH** | **BİRİM** | **BİRİM SORUMLUSU** | **ÖĞRENCİ İMZASI** |
| **İSİM** | **İMZA** |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
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| **25** |  |  |  |  |  |
| **GÜN** | **TARİH** | **BİRİM** | **BİRİM SORUMLUSU** | **ÖĞRENCİ İMZASI** |
| **İSİM** | **İMZA** |
| **26** |  |  |  |  |  |
| **27** |  |  |  |  |  |
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**ÖĞRENCİ HAKKINDA KURUM STAJ YÜRÜTÜCÜSÜNÜN DEĞERLENDİRMESİ****Öğrencinin Adı-Soyadı:**1. **Tutumlar ve Dış Görünüm**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Çok İyi** | **İyi** | **Yeterli** | **Zayıf** | **Çok Zayıf** |
| Kendine güven |  |  |  |  |  |
| İnsiyatif kullanma |  |  |  |  |  |
| İşe karşı ilgi-heyecan-özen |  |  |  |  |  |
| Yaratıcılık |  |  |  |  |  |
| Eleştiriye açık olma durumu |  |  |  |  |  |
| Liderlik özellikleri |  |  |  |  |  |
| İmaj (giyim, kişisel bakım vb.) |  |  |  |  |  |
| **TOPLAM** |  |  |  |  |  |

1. **İletişim Becerileri**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Stajyerin:**  | **Çok İyi** | **İyi** | **Yeterli** | **Zayıf** | **Çok Zayıf** |
| Amiri ile |  |  |  |  |  |
| İş arkadaşları ile |  |  |  |  |  |
| Hizmet verilen bireyler ile |  |  |  |  |  |
| Yazı yazma becerisi |  |  |  |  |  |
| Dinleme becerisi |  |  |  |  |  |
| Konuşma becerisi |  |  |  |  |  |
| **TOPLAM** |  |  |  |  |  |

1. **İş Performansı**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Çok İyi** | **İyi** | **Yeterli** | **Zayıf** | **Çok Zayıf** |
| İşe devamlılık ve Dakiklik |  |  |  |  |  |
| Görev ve prosedürleri bilme |  |  |  |  |  |
| İş standartlarına uyma |  |  |  |  |  |
| Büro makinelerini kullanma |  |  |  |  |  |
| Verilen sorumluluğu kabul etme |  |  |  |  |  |
| Talimatları yerine getirme |  |  |  |  |  |
| Kaynakları kullanma |  |  |  |  |  |
| **TOPLAM** |  |  |  |  |  |

**(Çok iyi; 5, İyi;4, Yeterli;3, Zayıf;2, Zayıf; 1)****GENEL TOPLAM PUANI:****ÖĞRENCİ HAKKINDA KURUM UYGULAMA YÜRÜTÜCÜSÜNÜN DEĞERLENDİRMESİ****Lütfen buraya eleştirilerinizi ve stajyer öğrencinin gelişimi ile ilgili önerilerinizi yazınız.** 1.
2.
3.
4.
5.
 |