

**Work Experience Program/Off-campus
Education Program Student
Evaluation Form**

Student's Name: _____

Date: _____

Work Placement: _____

School: _____

Name of Evaluator: _____

This evaluation lists three general areas of work performance. Under each general area are grouped particular qualities and characteristics. Rate the student by circling the number that best describes this student. Thank you.

RATING SCALE:

1 = unsatisfactory	4 = above average
2 = below average	5 = outstanding
3 = average	N/A = not applicable

WORK SKILLS	RATING					
• Thoroughness and accuracy of work activities	1	2	3	4	5	N/A
• Ability to follow directions	1	2	3	4	5	N/A
• Willingness to learn	1	2	3	4	5	N/A
• Quality of work activities	1	2	3	4	5	N/A

WORK HABITS	RATING					
• Regular attendance	1	2	3	4	5	N/A
• Punctuality	1	2	3	4	5	N/A
• Respect for property	1	2	3	4	5	N/A
• Care of work area materials and equipment	1	2	3	4	5	N/A
• Asks when unsure of tasks	1	2	3	4	5	N/A
• Efficient use of working time	1	2	3	4	5	N/A
• Notifies employer in advance of absences	1	2	3	4	5	N/A

PERSONAL AND SOCIAL QUALITIES	RATING					
• General reliability	1	2	3	4	5	N/A
• Sociability – gets along with others	1	2	3	4	5	N/A
• Respectful attitude towards fellow workers	1	2	3	4	5	N/A
• Personal grooming and appearance	1	2	3	4	5	N/A
• Courteous and polite	1	2	3	4	5	N/A
• Conscientious	1	2	3	4	5	N/A
• Pride in accomplishment of task	1	2	3	4	5	N/A
• Willingness to accept responsibility	1	2	3	4	5	N/A
• Shows initiative – requires minimal supervision	1	2	3	4	5	N/A

Total	
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OTHER INFORMATION

1. Student's strong points (outstanding traits, talents or abilities not cited elsewhere):

2. Recommendations for improvement:

3. Other comments:

4. Hours Worked for Work Experience Credit: _____

Name of Evaluator: _____

Position: _____

Signature: _____

Date: _____