

WORK EXPERIENCE AND CAREER EXPLORATION PROGRAM

Student Evaluation

INSTRUCTIONS: Please rate this employee by checking the box in front of the statement that best describes the performance observed. Compare the employee with others at the same level of employment. **Duplicate as needed.**

NAME	JOB TITLE
WORK SITE	EVALUATOR
	DATE

ATTENDANCE AND PUNCTUALITY

- 1. Absent often; rarely on time
- 2. Occasionally late or absent
- 3. Usually present and on time
- 4. Rarely absent or late
- 5. Never absent or late; always on time or early

GENERAL ATTITUDE

- 1. Shows no interest in work or learning
- 2. Shows little interest in work or learning
- 3. Shows interest in work and has desire to learn
- 4. Interest in work and learning exceed expected standards
- 5. Has keen interest in work; initiates learning situations

ABILITY TO LEARN JOB

- 1. Slow to "catch on"; makes many errors
- 2. Needs more instruction than other employees
- 3. Average ability to grasp new ideas; makes few errors
- 4. Learns quickly; needs little supervision
- 5. Exceptionally keen and alert; normally works with no errors or supervision

DEPENDABILITY/RESPONSIBILITY

- 1. Can seldom be counted on
- 2. Frequently unreliable
- 3. Responsible but needs some direction
- 4. Very dependable; needs little supervision
- 5. Totally dependable; needs little or no supervision

QUALITY OF WORK

- 1. Careless; makes reoccurring errors
- 2. Performs below expected standards
- 3. Works without undue errors
- 4. Performs above expected standards
- 5. Performs very high quality of work

INITIATIVE

- 1. Must be shown all things to do
- 2. Seldom finds things to be done
- 3. Usually finds things to be done
- 4. Seldom needs direction in initiating work
- 5. Never needs direction in initiating work

QUANTITY OF WORK

- 1. Performs at an unsatisfactory production level
- 2. Performs below expected production standards
- 3. Meets expected standards production
- 4. Performs above expected production standards
- 5. Far exceeds expected production standards

SAFETY PRACTICES

- 1. Frequently careless; occasionally dangerous
- 2. Occasionally careless
- 3. Generally uses safe working practices
- 4. Slightly exceeds the expected standards for safety
- 5. Always uses safe working practices

COOPERATIVENESS

- 1. Seldom works well with others
- 2. Occasionally does less and cooperates less than desirable
- 3. Generally works well with others; does own work well
- 4. Frequently exceeds expected standards of cooperation
- 5. Always cooperates fully; promotes harmony

PERSONAL APPEARANCE

- 1. Appearance is totally unacceptable
- 2. Appearance needs improvement
- 3. Usually neat and reasonably well groomed
- 4. Neat; sets a good example
- 5. Exceptionally well groomed; far exceeds expected standards of appearance