

ILLINOIS STATE BOARD OF EDUCATION

Career and Technical Education Division

100 North First Street, N-240

Springfield, Illinois 62777-0001

**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. *Do not return to ISBE.*

STUDENT NAME	JOB TITLE
WORK SITE/ADDRESS	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