

**EVALUATION FORM FOR GENERAL EMPLOYMENT TRAITS**

Student Progress Report

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DueDate\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evaluation Period Ending: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Directions:** Please evaluate the student-employee as fairly as possible and as compared with workers with the same experience. Circle the number for each statement that most accurately reflects the student’s performance in that category.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Category | Excellent (A) | Above  Average (B) | Average (C) | Below  Average (D) | Unsatisfactory (F) | **Student**  **Rating** | **Employer**  **Rating** |
| Produces quality work | 10 | 9-8-7 | 6-5-4 | 3-2-1 | 0 |  |  |
| Reports to work promptly when scheduled | 10 | 9-8-7 | 6-5-4 | 3-2-1 | 0 |  |  |
| Uses time wisely | 10 | 9-8-7 | 6-5-4 | 3-2-1 | 0 |  |  |
| Demonstrates honesty and integrity | 10 | 9-8-7 | 6-5-4 | 3-2-1 | 0 |  |  |
| Demonstrates responsible behavior | 10 | 9-8-7 | 6-5-4 | 3-2-1 | 0 |  |  |
| Cooperates with others | 10 | 9-8-7 | 6-5-4 | 3-2-1 | 0 |  |  |
| Responds to feedback constructively | 10 | 9-8-7 | 6-5-4 | 3-2-1 | 0 |  |  |
| Uses/maintains materials and equipment appropriately | 10 | 9-8-7 | 6-5-4 | 3-2-1 | 0 |  |  |
| Follows company policies | 10 | 9-8-7 | 6-5-4 | 3-2-1 | 0 |  |  |
| Maintains appropriate personal appearance | 10 | 9-8-7 | 6-5-4 | 3-2-1 | 0 |  |  |

General Comments:

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Training/Mentor Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(signature)

Work-Based Learning Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(signature)

Student\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(signature)