**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)