

STUDENT WORK EVALUATION

PAID WORKERS OR VOLUNTEERS



Student Name: _____

Dates Worked: _____ to _____ 20____ Total Hours Worked: _____

Company Name: _____

Company Location: _____

Duties Performed: _____

PLEASE EVALUATE THE STUDENT ON A FOUR POINT SCALE

4 - OUTSTANDING 3 - GOOD 2 - FAIR 1 - NEEDS IMPROVEMENT N/A - NOT APPLICABLE

PLEASE ATTACH YOUR BUSINESS CARD TO THIS EVALUATION

PERSONAL & SOCIAL QUALITIES

- Cooperative: able to work with others 4 3 2 1 N/A
- Accepting of constructive criticism 4 3 2 1 N/A
- Adaptable to new tasks/situations 4 3 2 1 N/A
- Respectful of others 4 3 2 1 N/A
- Appropriately groomed 4 3 2 1 N/A
- Demonstrates a positive attitude 4 3 2 1 N/A
- Shows interest & enthusiasm 4 3 2 1 N/A
- Punctual 4 3 2 1 N/A
- Attends regularly 4 3 2 1 N/A

QUALITY OF WORK & WORK HABITS

- Reliable 4 3 2 1 N/A
- Shows good work ethic 4 3 2 1 N/A
- Shows initiative: self-starter 4 3 2 1 N/A
- Able to follow directions 4 3 2 1 N/A
- Completes assigned tasks 4 3 2 1 N/A
- Able to solve problems 4 3 2 1 N/A
- Aware of safety practices 4 3 2 1 N/A
- Uses technology effectively 4 3 2 1 N/A

Recommendations for improvement or additional comments:

COMMUNICATION SKILLS

- Speaks clearly 4 3 2 1 N/A
- Listens well 4 3 2 1 N/A
- Uses appropriate body language 4 3 2 1 N/A
- Writes clearly and legibly 4 3 2 1 N/A

FINAL ASSESSMENT

- Overall work performance 4 3 2 1 N/A

Has this report been discussed with the student?

YES

NO

Supervisor's Signature _____ Date: _____