

EMPLOYMENT EVALUATION FORM

Student Progress Report Evaluation Period Ending: _____

Student: _____
 School: _____

Due Date: _____
 Employer: _____

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

Quality of Work

10	Very accurate and thorough
9	
8	Careful, rarely inadequate
7	
6	Usually accurate
5	
4	Careless
3	
2	Makes many errors
1	

Speed

10	Very fast
9	
8	Fast
7	
6	Average
5	
4	Slow
3	
2	Very Slow
1	

Care of Working Area

10	Very clean and orderly
9	
8	Keeps area clean
7	
6	Average
5	
4	Careless
3	
2	Very untidy
1	

Job Learning

10	Learns exceptionally well
9	
8	Learns with ease
7	
6	Learns adequately
5	
4	Learns with difficulty
3	
2	Little or no learning
1	

Use of Time

10	Very busy
9	
8	Busy
7	
6	Average
5	
4	Needs Improvement
3	
2	Wastes time
1	

Initiative

10	Self motivated
9	
8	Needs little direction
7	
6	Performs as instructed
5	
4	Not a self starter
3	
2	Must always be told what to do
1	

Use of Materials

10	Very careful
9	
8	Above average
7	
6	Acceptable
5	
4	Careless
3	
2	Wasteful
1	

Attendance

10	Always prompt – present as scheduled
9	
8	Seldom off – valid reasons only
7	
6	Absent occasionally
5	
4	Above average
3	
2	Excessive absences
1	

Attitude toward Co-Workers

10	Very cooperative and friendly
9	
8	Cooperative and friendly
7	
6	Cooperative
5	
4	Has negative attitude
3	
2	Unable to get along
1	

Attitude toward Superiors

10	Very respectful, helpful, accepts criticism well
9	
8	Respectful, helpful, accepts criticism well
7	
6	Average
5	
4	Does not accept criticism
3	
2	Disrespectful
1	

Customer Contact

10	Very courteous
9	
8	Pleasant, respectful, helpful
7	
6	Average
5	
4	Needs improvement
3	
2	Discourteous
1	

Enthusiasm

10	Very eager to learn
9	
8	Enjoys work
7	
6	Average
5	
4	Shows little interest in job
3	
2	Does not like to work
1	

Responsibility

10	Accepts readily and handles well
9	
8	Accepts willingly
7	
6	Accepts
5	
4	Needs improvement
3	
2	Unsatisfactory
1	

Dress and Grooming

10	Always good
9	
8	Most often good
7	
6	Occasionally poor
5	
4	Often poor and inappropriate
3	
2	Always inappropriate
1	

Comments:

Employer/Supervisor/Mentor: _____ (signature)

Student: _____ (signature)

Sample Grading Scale for a 140 Point Evaluation

126 – 140 points = A

112 – 125 points = B

100 – 111 points = C

85 – 99 points = D

Below 85 points = F