

High School Cooperative Work Training Program Student Evaluation

Name of Student _____ Place of Employment _____

Quarter: 1 2 3 4 Due Date: Sept. 30 / Nov. 30 / March 20 / May 15 _____

Instructions: Read the descriptions given for each of the qualifications listed below. Then circle the number in the column which most accurately describes the student's performance. If not applicable, circle N/A.

	N/A	1	2	3	4	5	6	7	8	9	10
PROFESSIONAL APPEARANCE		Inappropriate dress and grooming			Dress and grooming sometimes inappropriate		Dress and grooming appropriate			Always appropriately dressed and groomed	
SAFETY REQUIREMENTS		Safety equipment not worn-procedures not followed			Safety equipment often not worn-procedures sometimes not followed		Safety equipment is usually worn-procedures followed			Safety equipment always worn-procedures always followed	
JOB KNOWLEDGE		Very limited knowledge base and application			Knowledge base and application is somewhat lacking		Fairly well informed and applies knowledge			Very well informed and utilizes knowledge	
PRODUCTIVITY & ORGANIZATION		Disorganized - wastes time; Productivity is below expectations.			Somewhat disorganized & often wastes time.		Usually surpasses expectations; organized.			Highly efficient & productive, doesn't waste time.	
QUALITY/ ACCURACY OF WORK		Careless; frequent errors; follow-up needed			Adequate job with some follow-up needed		Does a good job; requires little follow-up			Excellent performance; rare errors	
SELF CONFIDENCE AND MATURITY		Very immature-lacks self-confidence			Seems immature at times-has little self-confidence		Mature, shows poise and self-confidence			Very confident and self-assured for age	
COOPERATION WITH CO-WORKERS		Difficulty working with others			Adequate team work skills		Works well with others			Very effective working with and helping others	
ATTITUDE TOWARD CONSTRUCTIVE CRITICISM		Resents criticism-short tempered			Sometimes resents criticism-occasional temper problem		Accepts criticism-fairly even tempered			Accepts criticism and learns from it-even tempered	
ADAPTABILITY		Great difficulty in adjusting to change			Requires detailed instruction in adaptation to new tasks		Can change direction with little instruction			Learns new duties quickly and adjusts well to change	
PROFESSIONAL ETHICS--LOYALTY, HONESTY		Is unaware of importance of work ethics			Sometimes ignores company's code of ethics		Usually abides by company work ethics			Follows company code of ethics	
INITIATIVE AND JUDGMENT TO GO AHEAD		Takes no initiative-constant supervision			Takes little initiative-requires supervision		Does routine work well-sometimes resourceful			Resourceful self-starter	

COMMUNICATION SKILLS	N/A	1 2 3	4 5	6 7 8	9 10
A. SPEAKING		Does not speak clearly	Has difficulty expressing ideas	Usually expresses ideas clearly	Adapts expression easily to fit needs of others
	N/A	1 2 3	4 5	6 7 8	9 10
B. LISTENING HABITS		Does not listen to others	Frequent misunderstanding of others' messages	Understands messages	Listens well and follows up with feedback
	N/A	1 2 3	4 5	6 7 8	9 10
COMPUTATIONAL SKILLS *make change		Cannot apply basic computational skills	Has difficulty with computation skills	Makes few errors while applying computational skills	Applies computational skills accurately
	N/A	1 2 3	4 5	6 7 8	9 10
INITIATIVE AND JUDGMENT TO GO AHEAD		Takes no initiative-constant supervision	Takes little initiative-requires supervision	Does routine work well-sometimes resourceful	Resourceful self-starter
ATTENDANCE / DEPENDABILITY	Has attendance/promptness been satisfactory for the requirements of his/her job? Is the student dependable? ≤ Yes ≤ No # of absences _____ # of Days Late _____				

COMMENTS:

Accomplishments: _____

Specific areas of improvement: _____

Suggestions for class topics: _____

Other comments: _____

Supervisor _____

Signature

Date

Coordinating Teacher _____

Signature

Date

Student _____

Signature

Date