

EMPLOYER EVALUATION OF STUDENT

Employer: _____

Date: _____

Student: _____

Company: _____

TO THE EMPLOYER: In the space at the left, check the phrase which describes this worker most accurately. Any additional comments you wish to make will be helpful. Please feel free to substitute any employee evaluation that you use.

1. ABILITY TO GET ALONG WITH PEOPLE

- Exceptionally well accepted by peers, customers, and supervisors
- Is poised, courteous, and tactful in working people
- Usually gets along well with people
- Frequently rude and unfriendly – uncooperative

Comments: _____

2. COOPERATION

- Always cooperates eagerly and cheerfully without being asked
- Cooperates eagerly and cheerfully
- Cooperates willingly when asked
- Uncooperative, antagonistic

Comments: _____

3. DEPENDABILITY

- Meets all obligations unfailingly without supervision
- Meets obligations under very little supervision
- Meets obligations under supervision
- Sometimes fails in obligations, even under careful supervision
- Unreliable, even under careful supervision

Comments: _____

4. APPEARANCE

- Exceptionally neat and appropriately groomed
- Careful about personal appearance
- Satisfactory appearance
- Sometimes neglectful of appearance
- Untidy or inappropriately groomed

Comments: _____

5. PRODUCTIVITY

- Superior work production record
- Very industrious; does more than is required
- Maintains constant level of performance
- Does just enough to get by
- Fails to do an adequate job

Comments: _____

6. ATTENDANCE

- Always prompt and regular; volunteers for overtime when asked
- Very prompt and regular in attendance
- Usually present and on time
- Lax in attendance and/or reporting for work on time
- Often absent without good excuse and/or frequently reports for work late

Comments: _____

7. ABILITY TO FOLLOW INSTRUCTIONS

- Uses initiative in interpreting and following instructions
- Follows instructions with no difficulty
- Follows most instruction with little difficulty
- Needs repeated detailed instructions
- Seems unable to follow instructions

Comments: _____

8. INITIATIVE

- Shows originality and resourcefulness in going beyond assigned
- Does more than assigned job willingly
- Does assigned job willingly
- Sometimes attempts to avoid work
- Always attempts to avoid work

Comments: _____

9. QUALITY OF WORK

- Shows special aptitude for doing neat, accurate work beyond the required amount
- Does more than required amount of neat accurate work
- Does normal amount of acceptable work
- Does less than required amount of satisfactory work
- Does almost no acceptable work

Comments: _____

10. OVERALL ESTIMATE OF STUDENT'S WORK

- Outstanding
- Above average
- Average
- Below average
- Poor

Comments:

11. PLEASE INDICATE WHAT OCCUPATIONAL SKILLS THE STUDENT HAS LEARNED FROM THIS WORK EXPERIENCE. (BE SPECIFIC)

12. PLEASE INDICATE WHAT WORK OR BEHAVIORAL SKILLS THE STUDENT HAS LEARNED FROM THIS WORK EXPERIENCE. (BE SPECIFIC)

13. ADDITIONAL COMMENTS:

Signature of Evaluator/Supervisor

Date

Title