

EMPLOYEE EVALUATION FORM FOR WORK EXPERIENCE STUDENTS

Student: _____ Business: _____
 School: _____ Training Site: _____
 Teacher: _____ Supervisor: _____

Please rate the student on the scale below for each of the following work behaviors.

1 2 3 4 5
 Poor Below Average Above Average Excellent

SKILLS	RATING	
	Self	Sup'r
ATTENDANCE: Does the student come to work unless there is a reasonable excuse? Does the student make arrangements to miss work or call in before starting time?		
PUNCTUALITY: Does the student come to work on time and stay the full shift?		
COMPLETES ASSIGNED TASK: Does the student finish the assigned task or job before starting a new task or socializing with co-workers?		
DISPLAYS PROPER RESPECT: Is the student courteous and polite? Does the student treat you, co-workers, and customers in an accepted manner?		
UNDERSTANDS INSTRUCTIONS: Does the student demonstrate of your instruction, verbal and written?		
FOLLOWS INSTRUCTIONS: Once the student understands instructions, are the instructions carried out satisfactorily (consider quality of work, level of effort and time taken to complete the task)?		
ACCEPTS CONSTRUCTIVE CRITICISM: If you inform the student of something that is being done incorrectly, does the student take it in stride and attempt to correct the error?		
SEEKS ADDITIONAL WORK: When finished with the assigned task, does the student ask what to do next or move on to another task rather than stand around watching others or waiting for another task?		
GETS ALONG WITH CO-WORKERS: Is the student friendly? Does the student fit into the group or situation?		
GENERAL APPEARANCE: Does the student have proper grooming habits? Does the student wear clothing appropriate to the job site?		
RULES OF THE JOB: Is the student aware of the regulations for the work site and job? Does the student obey these regulations?		
BASIC SKILLS: Does the student demonstrate necessary reading, math and writing skills for the job and the required job specific skills?		

Signature: _____

Date: _____

Thank you for your time and assistance. Please share this information with the student.
Please contact _____ at _____ if you have any
questions or concerns that you would like to discuss in person.