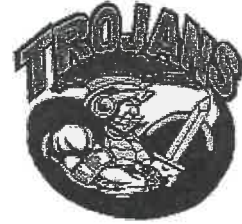


STUDENT NAME:
EMPLOYER EVALUATION
WORK EXPERIENCE PROGRAM



PERFORMANCE RATING GUIDE

5	Excellent	Exceeds performance expectations.
4	Very Good	Meets performance expectations with minimal assistance.
3	Good	Meets performance expectations with some assistance.
2	Needs Improvement	Meets some performance expectations with supervision.
1	Unsatisfactory	Does not meet performance expectations even with supervision.
NA	Not Applicable	Does not relate to this job site.

SELECT APPROPRIATE RATING FOR EACH PERFORMANCE STATEMENT

5 4 3 2 1 NA

	5	4	3	2	1	NA
PERSONAL MANAGEMENT						
• Dependable (90% attendance)	•	•	•	•	•	•
• Provides notice to supervisor prior to absences.	•	•	•	•	•	•
• Consistently on time.	•	•	•	•	•	•
• Dresses appropriately for the job.	•	•	•	•	•	•
• Accepts constructive criticism.	•	•	•	•	•	•
• Demonstrates an interest in improving job performance.	•	•	•	•	•	•
• Shows respect for others.	•	•	•	•	•	•
SAFETY						
• Works in a manner that prevents injury to self & others.	•	•	•	•	•	•
• When required, uses and wears protective equipment.	•	•	•	•	•	•
• Identifies & reports health and safety hazards to a supervisor in an appropriate manner.	•	•	•	•	•	•
TEAM WORK						
• Works efficiently with colleagues and supervisor.	•	•	•	•	•	•
• Takes responsibility of his/her share of the work.	•	•	•	•	•	•
• Contributes to the team effort.	•	•	•	•	•	•
• Takes a leadership role when appropriate.	•	•	•	•	•	•
COMMUNICATION						
• Uses language and terms appropriate for the job when speaking to customers and co-workers.	•	•	•	•	•	•
• Written communication is neat and legible.	•	•	•	•	•	•
THINKING, PLANNING, ORGANIZING						
• Organizes time and work effectively to complete tasks.	•	•	•	•	•	•
• Uses prior experience or knowledge to solve problems and make decisions.	•	•	•	•	•	•
COMMENTS:						

Employer's Name: _____ Initials: _____ Date: _____