

WORK EXPERIENCE EVALUATION FORM

Student's Name: _____ Date of Evaluation: _____

Business: _____ Evaluator: _____

Thank you for your assistance in working with this student. We appreciate your effort and energy.

Rating Scale:
 5=Outstanding (No problem at all in this area)
 4=Quite Satisfactory (True more often than not)
 3=Acceptable (Work is about average)
 2=Needs Improvement (Has some difficulties, may be showing improvement)
 1=Real Concern (Weakness, Problem Interferes markedly with success)
 N/A = Not Applicable to this working situation

Please provide a comment if you should rank the student in the 1 or 2 column.

SECTION I: WORK RELATED SKILLS	5	4	3	2	1	Comments
Attendance & Punctuality						
Attempts new assignments-eager to learn						
Is dependable-prepared & ready to work						
Completes assignments within a specific time period						
Makes appropriate use of free time						
Follows written directions						
Changes from one activity to another without difficulty						
Takes responsibility for his/her own actions						
Is willing to assume extra duties & tasks						
SECTION II: INTERPERSONAL SKILLS	5	4	3	2	1	Comments
Appearance- neat, clean, groomed appropriately for job						
Interacts appropriately in work and/or classroom activities						
Cooperative- gets along with fellow employees and supervisor						
Attitude- willingness to work, eager to learn, etc						
Section III: SOCIAL EXPECTATIONS	5	4	3	2	1	Comments
Is responsible for care of personal & other's property						
Follows the rules of the work site or class room						
Is honest- does not cheat or steal						
Demonstrates the ability to control anger						

Please return as soon as possible to: Sheila Vander Tuig
 ECKCE
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