

SAMPLE 7.9 – EMPLOYER EVALUATION OF STUDENT

Student's Name: _____ Date: _____

School: _____

Please rate the student by circling the number that best describes the student's performance.

RATING SCALE:

5 Excellent	2 Needs Improvement
4 Very Good	1 Unsatisfactory
3 Satisfactory	0 Not Applicable

PUNCTUALITY AND ATTENDANCE	RATING					
• Punctuality	5	4	3	2	1	0
• Attendance	5	4	3	2	1	0

PERSONAL QUALITIES AND WORK HABITS	RATING					
• Cooperativeness—ability to work with others	5	4	3	2	1	0
• Adaptability—ability to adapt to new tasks or situations	5	4	3	2	1	0
• Willingness to accept suggestions for improvement	5	4	3	2	1	0
• Practises self-control	5	4	3	2	1	0
• Reliability—completes tasks on time, can be depended upon	5	4	3	2	1	0
• Initiative—eager to learn, seeks additional work	5	4	3	2	1	0
• Demonstrates interest and enthusiasm for job	5	4	3	2	1	0
• General grooming and appearance	5	4	3	2	1	0

EXECUTION OF WORK DUTIES	RATING					
• Ability to learn and complete tasks outlined	5	4	3	2	1	0
• Tools and equipment used in an effective and safe manner	5	4	3	2	1	0
• Neatness of work	5	4	3	2	1	0
• Speed of work completion	5	4	3	2	1	0
• Application to job—works consistently and conscientiously	5	4	3	2	1	0

(continued)

Source: Adapted with permission from materials supplied by Calgary Roman Catholic Separate School District No. 1.

OTHER INFORMATION

1. Student's strong points (outstanding traits, talents or abilities not cited elsewhere):

2. Recommendations for improvement:

3. Other comments:



Rated By: _____ Date: _____

Rater's Position: _____

Organization/Business: _____

Address: _____

Telephone: _____