**A blue and red logo with white text

Description automatically generated**

WBL “Evaluation Report”

|  |  |  |  |
| --- | --- | --- | --- |
| Rating of Trainee for the year | To | | |
| **Student:** | **WBL Supervisor:** | **Mentor:** | |
| **WBL Site:** | | | **Job Title:** |

**Directions**: Evaluate the personal qualities below for your trainee. Rate the student’s performance by using the numerical key below to mark the appropriate space. List the specific job tasks that are performed by the student each grading period. Your report will be used in determining a grade and for counseling the trainee. Careful attention should be given so as to present a true picture of your trainee’s work and progress each grading period.

Essential Skills/Job Tasks Key: Excellent (9-10) Good (6-8) Fair (3-5) Poor (1-2) Unacceptable (0)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Essential Skills | | **Grading Period** | | | | | | |
| **1** | **2** | | **3** | **4** | **5** | **6** |
| **Attendance:** | Present and on time, begins work promptly |  |  | |  |  |  |  |
| **Appearance:** Work dress, grooming, lean, and general appearance, etc. | |  |  | |  |  |  |  |
| **Dependability:** Able to work with little supervision, follows instructions, consistent, etc. | |  |  | |  |  |  |  |
| **Leadership:** Initiative, eager to learn, resourceful, good judgment, able to inspire others, etc. | |  |  | |  |  |  |  |
| **Thoroughness:** Accurate, careful, completes work, etc. | |  |  | |  |  |  |  |
| **Ability To Get Along With Others:** Tactful, friendly, cooperative, etc. | |  |  | |  |  |  |  |
| **Transferable Job Skills:** Good attitude, self-control, honesty, etc. | |  |  | |  |  |  |  |
| **Work Ethics:** Works overtime, performs extras, etc. | |  |  | |  |  |  |  |
| *Progressive Job Tasks*  *(List specific job tasks performed from Training Plan.)* | | **Grading Period** | | | | | | |
| **1** | **2** | | **3** | **4** | **5** | **6** |
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|  | |  |  | |  |  |  |  |
| **TOTAL** (***Personal Qualities + Job Tasks)*** | |  |  | |  |  |  |  |
| Signature of Evaluator: | | | | Date: | | | | |

The overall grade you would give this student:\_\_\_\_\_\_\_\_\_\_\_\_\_\_(numerical value)

(A=90-100, B=80-89, C= 70 to 79, D=60 to 69, F=59 and below)

Please return to: Cari Tommie WBL Coordinator

Eden Career Technical Center

45 County Road 33, Ashville, AL 35953

Fax:205-594-4125

Email:cari.tommie@sccboe.org