

Student name _____
 Evaluator's name _____
 Class _____
 Date completed _____

TEACHER OBSERVATION/EVALUATION

Please return by _____

Directions: In the block provided please enter ONE number from one to ten which represents the points that you would assign to your student for each of the following evaluation criteria based on a two month period. If an area is not relevant put NA in the scoring box. Before returning please review the scoring with the student.

Points:

9 or 10 = excellent	7 or 8 = satisfactory	5 or 6 = needs improvement	1 to 4 = very poor, unacceptable
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<u>Attendance:</u>		SCORE
9-10	Attendance class regularly. When absent talks with teacher to determine what was missed.	
7-8	Few absences to class. When absent talked with teacher about missed work.	
5-6	No more than 2 excusable absences or tardy, talks with teacher about missed work.	
1-4	More than 2 excusable absences or tardy, Teacher had to initiate talk about missed work.	
<u>Punctuality:</u>		SCORE
9-10	Reports to class on time. In case of tardiness talks with teacher either before or immediately after class.	
7-8	Reports to class on time and ready to work, never late.	
5-6	Reports to class on time and ready to work, no more than 2 excused tardy, explains situation to teacher.	
1-4	More than 2 excused tardy, teacher initiated talk about reason for tardy.	
<u>Work Performance:</u>		SCORE
9-10	Performs assigned work accurately, thoroughly, neatly, and promptly. Works efficiently under a timeline or pressure. Produces acceptable work in a timely manner.	
7-8	Performs all work accurately, thoroughly, neatly, and promptly. Exceeds standards required.	
5-6	Turns in any work meeting the requirements outlined and on time but gets frustrated with pressure and/or timelines.	
1-4	Quality and/or quantity of work is poor but turned in on time. Portions of work assignment must be redone. Frustrates easily with assignments that are perceived as difficult. Work must be redone on a regular basis and is not turned in on time.	

<u>Attitude:</u>	Has open and positive reaction/response to assignments, instruction, and/or criticism. Has a positive outlook toward work.	
9-10	Has a positive respectful attitude. Cooperates willingly and is helpful to others. Is alert to ways to improve work.	SCORE
7-8	Attitude is acceptable and is normally positive in class. Accepts criticism and uses the information given.	
5-6	Rationalizes shortcomings and makes excuses, negative attitude needs improvement.	
1-4	Bored, disengaged, disrespectful.	
<u>Appearance:</u>	Practices good personal grooming and appropriate dress by following school dress code. Appearance would be acceptable at an interview.	
9-10	Well groomed and follows school dress code all the time. Appearance would be acceptable at an interview.	SCORE
7-8	Grooming is acceptable and dress meets minimum requirements of school dress code. May need to adjust appearance for a job interview.	
5-6	Sometimes dresses carelessly, grooming often needs improvement. Would need to improve both grooming and dress for a job interview.	
1-4	Untidy and poor grooming needs improvement.	
<u>Initiative:</u>	Can originate and carry through on ideas. Sees what needs to be done and does it without being told.	
9-10	Goes beyond the assignment or adds additional information to discussions and classroom work.	SCORE
7-8	Completes all work assigned but does not add additional information or resources beyond what is presented in class.	
5-6	Needs supervision, lacks independence. Once shown can repeat without support.	
1-4	Has to be instructed to do routine work regularly.	
<u>Dependability:</u>	Can be relied on to complete tasks and follow through with oral or written instructions.	
9-10	Can be relied on to follow through with instruction and tasks. Only occasionally fails to come through.	SCORE
7-8	Can be relied on in most cases.	
5-6	Frequently fails to meet timelines and tasks.	
1-4	Can seldom be relied upon.	

<p><u>Flexibility & Adaptability:</u></p> <p>9-10</p> <p>7-8</p> <p>5-6</p> <p>1-4</p>	<p>Demonstrates the ability to be flexible by handling changes and disruptions in classroom plans.</p> <p>Readily accepts changes and disruptions in scheduling and/or plans.</p> <p>Handles changes and disruptions in a positive manner most of the time.</p> <p>Does not handle disruptions and changes well. Needs assistance to handle successfully.</p> <p>Does not adjust or adapt to change.</p>	<div style="border: 1px solid black; width: 100px; height: 100px; margin: 20px auto; text-align: center; line-height: 100px;">SCORE</div>
<p><u>Cooperation & Interpersonal Skills:</u></p> <p>9-10</p> <p>7-8</p> <p>5-6</p> <p>1-4</p>	<p>Works well with others and interacts in a friendly, respectful manner with all classmates assigned to work with or interacts with. Interacts with respect to teachers and other staff.</p> <p>Works well with all peers, teachers, and other staff; promotes harmony in the classroom.</p> <p>Usually congenial to peers and others; shows respect and cooperation when engaged.</p> <p>Hard for others to work with; does not show respect, and/or cooperation when with others. When provided instruction on social expectations is more successful.</p> <p>Has difficulty working with others, wants own way, and is rude. Even with support not appropriate.</p>	<div style="border: 1px solid black; width: 100px; height: 100px; margin: 20px auto; text-align: center; line-height: 100px;">SCORE</div>
<p><u>Integrity:</u></p> <p>9-10</p> <p>7-8</p> <p>5-6</p> <p>1-4</p>	<p>Demonstrates honesty, and truthfulness. Keeps word, is conscientious and respected.</p> <p>Demonstrates above qualities every day. There is no doubt these qualities are exemplified through out school setting.</p> <p>Demonstrates above qualities on a regular basis with a few minor mishaps.</p> <p>Questionable - not telling full truths in some instances, blaming others for problems, does not always accept responsibility.</p> <p>Can not be trusted. Has been caught lying and cheating.</p>	<div style="border: 1px solid black; width: 100px; height: 100px; margin: 20px auto; text-align: center; line-height: 100px;">SCORE</div>

<p>Total Points: Please add the above points together to determine a total and place the percentage in the box provided. This observation/evaluation will assist in evaluating the students work ready skills as shown through class work and participation in the school setting.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">EXCELLENT: excellent work ready skills</td> <td style="padding: 2px;">93%-100%</td> </tr> <tr> <td style="padding: 2px;">ABOVE AVERAGE: exhibits work ready skills</td> <td style="padding: 2px;">86%-92%</td> </tr> <tr> <td style="padding: 2px;">AVERAGE: satisfactory but has some areas that need improvement</td> <td style="padding: 2px;">77 % - 85 %</td> </tr> <tr> <td style="padding: 2px;">BELOW AVERAGE: needs to improve work ready skills</td> <td style="padding: 2px;">70 % - 76 %</td> </tr> <tr> <td style="padding: 2px;">NEEDS SIGNIFICANT IMPROVEMENT: needs significant improvement before looking for employment</td> <td style="padding: 2px;">BELOW 70 %</td> </tr> </table>	EXCELLENT: excellent work ready skills	93%-100%	ABOVE AVERAGE: exhibits work ready skills	86%-92%	AVERAGE: satisfactory but has some areas that need improvement	77 % - 85 %	BELOW AVERAGE: needs to improve work ready skills	70 % - 76 %	NEEDS SIGNIFICANT IMPROVEMENT: needs significant improvement before looking for employment	BELOW 70 %	<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> SCORE </div>
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Student's Signature _____

Evaluator's Signature _____

Additional Comments: