

# Supervisor Evaluation Sheet

***Due Date: Last day of each academic quarter***

**Memo of Understanding:** A training agreement exists between Concord High School, an employer, and a CHS student in the form of a contract containing at least three learning objectives which are specific, measurable, and achievable during the course period. Concord High School, work experience education agrees to grant work experience credit to a student enrolled under the rules, regulations, policies, practices, and procedures as adopted by the MDUSD. Students agrees to abide by all the above and further agrees to abide by all rules, regulations, policies, practices, and procedures of the employer. The student will apply him/herself to the job and give full value for job assignment. Employer recognizes that employment is partly a learning experience for the student and therefore agrees to provide continuous opportunity for the employee/student to increase his/her knowledge and skills on the job.

**To the Supervisor:** Please take a few minutes to complete this evaluation and sign your name on the signature line. Additional comments are optional. Thank you.

Rating Criteria	Always	Almost Always	Usually	Seldom	NA
<b>Attitude:</b> Conveys a positive attitude in the workplace					
<b>Attendance:</b> Adheres to his/her work schedule in a dependable, reliable manner					
<b>Punctuality:</b> Reports to work on time					
<b>Cooperation:</b> Works cooperatively with co-workers and supervisors					
<b>Performance:</b> Accurately and quickly performs all work duties					
<b>Motivation:</b> Takes an interest in the job					
<b>Rules/Regulations:</b> Consistently observes company policies					
<b>Communication:</b> Effectively communicates with clients, co-workers, supervisors					
<b>Criticism:</b> Responds well to constructive criticism					
<b>Responsibility:</b> Works responsibly with a minimum amount of supervision					
<b>Initiative:</b> Takes the initiative to move from one task to another as needed					
<b>Goals:</b> Student is consistently striving to meet stated learning objectives					

Comments: \_\_\_\_\_  
 \_\_\_\_\_

Supervisor's Name (print) \_\_\_\_\_

Supervisor's Name (signature) \_\_\_\_\_

Date \_\_\_\_\_