

**ELIZABETHTOWN AREA HIGH SCHOOL
COOPERATIVE EDUCATION STUDENT PERFORMANCE EVALUATION**

Student's Name:											Rating Period:		
OUTSTANDING			COMMENDABLE			MARGINAL			NEEDS IMPROVEMENT			UNSATISFACTORY	
A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	
100%	95%	92%	89%	85%	82%	79%	75%	72%	69%	67%	65%	64%	

1. JOB TRAINING/KNOWLEDGE/SKILLS: Measures student's job knowledge and skills as related to training plan objectives.

OUTSTANDING			COMMENDABLE			MARGINAL			NEEDS IMPROVEMENT			UNSATISFACTORY	
A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	
Consistently applies job knowledge/skills to work assignments.			Uses opportunities to expand job knowledge/skills.			Work reflects adequate job knowledge/skills.			Lacks basic or sufficient job knowledge/skills.			Rarely demonstrates basic job knowledge/skills.	

2. ATTENDANCE/PUNCTUALITY: Measures student's adherence to internship schedule and is on time and prepared to work.

OUTSTANDING			COMMENDABLE			MARGINAL			NEEDS IMPROVEMENT			UNSATISFACTORY	
A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	
Consistently reports to Internship as scheduled.			Rarely absent or late.			Occasionally absent or late.			Frequently absent or late.			Excessively absent or late.	

3. WORK ATTITUDE: Measures student's positive response to authority, assignments, and instructions.

OUTSTANDING			COMMENDABLE			MARGINAL			NEEDS IMPROVEMENT			UNSATISFACTORY	
A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	
Consistently demonstrates a positive/respectful attitude.			Frequently demonstrates a positive/respectful attitude.			Acceptable attitude.			Negative attitude.			Disrespectful, unacceptable attitude.	

4. WORK HABITS: Measures student's performance in the areas of appropriate appearance, proper conduct, ethical behavior, and policies and procedures.

OUTSTANDING			COMMENDABLE			MARGINAL			NEEDS IMPROVEMENT			UNSATISFACTORY	
A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	
Consistently exceeds standards of performance.			Frequently exceeds standards of performance.			Meets standards of performance.			Difficulty maintaining standards of performance.			Fails to meet standards of performance.	

5. WORK RESULTS: Measures student's results in meeting expectations of quality, quantity, customer service, and timeliness.

OUTSTANDING			COMMENDABLE			MARGINAL			NEEDS IMPROVEMENT			UNSATISFACTORY	
A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	
Consistently exceeds expectations.			Frequently exceeds expectations.			Meets expectations.			Difficulty meeting expectations.			Fails to meet expectations.	

6. INITIATIVE/PROBLEM SOLVING: Measures student's performance in the areas of self-direction, resourcefulness, identifying and resolving problems, and completing assignments.

OUTSTANDING			COMMENDABLE			MARGINAL			NEEDS IMPROVEMENT			UNSATISFACTORY	
A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	
Consistently demonstrates self-motivation and requires minimal supervision.			Frequently demonstrates self-motivation and requires minimal supervision.			Completes tasks with routine supervision.			Hesitates to get started and requires more than routine supervision.			Demonstrate inability to work individually or in a team.	

7. INTERPERSONAL RELATIONS: Measures student's interaction with co-workers, supervisors, and customers in an appropriate manner and adheres to Equal Employment Opportunity (EEO) policies.														
OUTSTANDING			COMMENDABLE			MARGINAL			NEEDS IMPROVEMENT			UNSATISFACTORY		
A+ A A-			B+ B B-			C+ C C-			D+ D D-			F		
Consistently contributes to a harmonious and productive work environment.			Frequently contributes to a harmonious and productive work environment.			Interacts in a cooperative manner.			Difficulty getting along with others.			Counter-productive interpersonal relationships.		
8. FLEXIBILITY/ADAPTABILITY: Measures student's ability to be flexible and adapt to changes from the daily routine.														
OUTSTANDING			COMMENDABLE			MARGINAL			NEEDS IMPROVEMENT			UNSATISFACTORY		
A+ A A-			B+ B B-			C+ C C-			D+ D D-			F		
Consistently demonstrates the ability to adapt and be flexible.			Frequently demonstrates the ability to adapt and be flexible.			Demonstrates the ability to adapt and be flexible.			Inflexible and resists change.			Does not adjust or adapt to change.		
9. COMMUNICATIONS: Measures student's ability to communicate in an effective, timely, clear, and concise manner. Skills include listening, speaking, and writing.														
OUTSTANDING			COMMENDABLE			MARGINAL			NEEDS IMPROVEMENT			UNSATISFACTORY		
A+ A A-			B+ B B-			C+ C C-			D+ D D-			F		
Consistently Communicates effectively.			Frequently communicates effectively.			Communicates effectively.			Difficulty in communicating effectively.			Fails to communicate.		
10. SAFETY/WORK ENVIRONMENT: Measures student's adherence to prescribed safety standards and maintains a clean and orderly work area.														
OUTSTANDING			COMMENDABLE			MARGINAL			NEEDS IMPROVEMENT			UNSATISFACTORY		
A+ A A-			B+ B B-			C+ C C-			D+ D D-			F		
Consistently demonstrates safe practices and attention to work environment.			Frequently demonstrates safe practices and attention to work environment.			Demonstrates safe practices and attention to work environment.			Rarely demonstrates safe practices and attention to work environment.			Does not demonstrate safe practices and attention to work environment.		
OPTIONAL COMMENTSs														
STRENGTHS:														
OPPORTUNITIES FOR DEVELOPMENT:														
JOB PROGRESS:														
ATTENDANCE: <i>(Please list specific dates during the rating period for which the student was absent or tardy to work.)</i>														
OVERALL PERCENTAGE SCORE (coordinator will calculate):														
				Date:										
<i>Please review the evaluation with your student and obtain the necessary signatures below.</i>														
Mentor Signature				Student Signature:										
Coordinator's Signature:														