

# EVALUATION FORM FOR GENERAL EMPLOYMENT TRAITS

Student Progress Report

(SAMPLE \* SAMPLE \* SAMPLE \* SAMPLE)

Student \_\_\_\_\_ Employer \_\_\_\_\_

Date \_\_\_\_\_ School \_\_\_\_\_

Semester \_\_\_\_\_ Evaluation # \_\_\_\_\_

**Circle the number for each statement that most accurately reflects the student's performance in that category.**

Category	Excellent (A)	Above Average (B)	Average (C)	Below Average (D)	Unsatisfactory (F)
<b>Produces quality work</b> <i>(accurate and thorough, careful, few errors)</i>	10	9 8 7	6 5 4	3 2 1	0
<b>Attendance</b> <i>(punctual, willing to fill in the gap as needed, reports as scheduled, follows reporting protocol)</i>	10	9 8 7	6 5 4	3 2 1	0
<b>Uses time wisely</b> <i>(takes initiative, helps others as needed, makes best use of time)</i>	10	9 8 7	6 5 4	3 2 1	0
<b>Demonstrates honesty and integrity</b> <i>(ethical decision making and behavior)</i>	10	9 8 7	6 5 4	3 2 1	0
<b>Demonstrates proper rapport toward superiors and coworkers</b> <i>(respectful, helpful, accepts criticism, cooperative)</i>	10	9 8 7	6 5 4	3 2 1	0
<b>Effective Communication</b> <i>(courteous, proper language, effective written communication)</i>	10	9 8 7	6 5 4	3 2 1	0
<b>Critical Thinking</b> <i>(ability to assess a situation, problem solving, needs little direction)</i>	10	9 8 7	6 5 4	3 2 1	0
<b>Uses/maintains materials and equipment appropriately</b> <i>(respectful use of company materials and equipment, reports issues in a timely manner)</i>	10	9 8 7	6 5 4	3 2 1	0
<b>Follows company policies</b> <i>(follows company protocol as trained, proper use of social media and electronic devices)</i>	10	9 8 7	6 5 4	3 2 1	0
<b>Maintains appropriate personal appearance</b> <i>(dressed and groomed according to company protocol)</i>	10	9 8 7	6 5 4	3 2 1	0

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

Student Signature \_\_\_\_\_

Supervisor/Mentor/Employer Signature \_\_\_\_\_

Work-Based Learning Coordinator Signature \_\_\_\_\_