

- SCHUYLKILL DIVERSIFIED OCCUPATIONS PROGRAM -

_____ STC North Campus
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_____ STC South Campus
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This form is due on: _____ ; please return to STC.

Student Name: _____ CTE Program: _____
Employer: _____ Supervisor: _____
Supervisor Signature: _____ Co-op Signature: _____

• WORK ETHIC EVALUATION •

GRADING PERCENTAGES	A = 93 – 100%	B = 85 - 92%	C = 77 - 84%	D = 70 - 76%	F = 0 - 69%
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**Please complete the following evaluation by circling the correct numbered response for each category.*

ATTITUDE AND INTEREST TOWARDS WORK		COOPERATES WITH OTHERS ON THE JOB	
Always has a positive attitude about work	5	Always listens, shares, and supports others.	5
Often has a positive attitude about work.	4	Usually listens, shares, and supports others.	4
Sometimes has a positive attitude about work.	3	Sometimes listens, shares, and supports others.	3
Often has a negative attitude about work.	2	Rarely listens; not a good team member.	2
Unsatisfactory.	1	Unsatisfactory.	1
FOLLOWS INSTRUCTIONS & PROCEDURES		JOB KNOWLEDGE	
Continually stays focused on task; asks questions.	5	Solid prior job knowledge; learns new tasks quickly.	5
On task most of the time; asks some questions.	4	Good job knowledge; follows directions.	4
Sometimes on task; rarely asks questions.	3	Some prior job knowledge; makes simple mistakes.	3
Rarely on task; little understanding of procedures.	2	Little prior job knowledge; repeats mistakes.	2
Unsatisfactory.	1	Unsatisfactory.	1
INITIATIVE & DILLIGENCE		RESPECT FOR EQUIPMENT & MATERIALS	
Proceeds on job without being told.	5	Proper use of tools and materials each day.	5
Usually proceeds with task.	4	Usually cares for equipment and materials.	4
Unsure of job procedures; does not ask questions.	3	Has lost and broken tools; wastes materials.	3
Shows little interest in assigned work.	2	Rare efficient use of equipment and materials.	2
Unsatisfactory.	1	Unsatisfactory.	1
QUANTITY OF WORK		SAFETY	
Routinely uses time wisely to complete task.	5	Highly conscious of safety / OSHA procedures.	5
Usually uses time wisely to complete task.	4	Usually uses good judgment with safety matters.	4
Procrastinates; but still completes task on time.	3	Occasional poor judgment concerning safety.	3
Rarely completes task by deadline; no teamwork.	2	Continuous poor safety habits affecting others.	2
Unsatisfactory.	1	Unsatisfactory.	1
QUALITY OF WORK		ATTENDANCE & PUNCTUALITY	
Produces work of the highest quality.	5	Always arrives early or on time.	5
Usually produces quality work.	4	Rarely misses work; usually calls to notify.	4
Work and tasks needs to be constantly checked.	3	Sometimes late; questionable sick days.	3
Jobs need to be redone by others.	2	Reports late / absent exceeding work schedule.	2
Unsatisfactory.	1	Unsatisfactory.	1
TOTAL :		TOTAL:	
STC COOPERATIVE EDUCATION GRADING: Total Points X 2 = FINAL GRADE: 			

COMMENTS: _____

• TASKS / SKILLS EVALAUATION •

Tasks / Skills Grading Rubric: (use this grading scale to evaluate each student task / skill listed below)

10	Master industry skills	5	Task incomplete; limited effort
9	Met industry skills	4	Demonstrates task knowledge / limited application
8	Met minimum industry standards independently	3	Demonstrates limited knowledge of task
7	Met industry standards with support	2	Demonstrates no knowledge of task
6	Complete task with support below industry standards	1	Task assigned; no effort
		0	Task refused

Tasks - Skills:			Grade:
1	<i>Review and apply all job site safety regulations (PPE, Safety Data Sheets, etc.)</i>		
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