

Onslow County School Evaluation for Student Work Experience

Student _____ Work/Training Site _____

Supervisor(s) _____

In order to help us work with students to improve skills needed in the world of work, please evaluate using the scale of 1 – 5 (with 5 being the highest) according to your expectations for your regular staff. Please comment on back or on a separate sheet on any items rated below "satisfactory" and or call _____ at (phone) _____.

Grading Key

5 = Excellent 4 = Very Good 3 = Satisfactory 2 = Needs Improvement 1 = Not Satisfactory NA = Not Applicable

	Evaluation Criteria	Week of:	Week of:	Week of:	Week of:	Week of:	Week of:	Final Average
Appearance/ Attendance	Is neat, clean, & appropriately dressed							
	Has good/regular attendance							
	Arrives on time and is prepared							
Productivity	Organizes materials for tasks							
	Begins/attends to job tasks							
	Follows directions/procedures							
	Retains instructions							
	Completes tasks with adequate speed							
	Seeks additional work/shows motivation							
Quality of Work	Maintains acceptable quality of work							
	Observes health/safety guidelines							
	Handles materials/equipment carefully							
	Adjusts to variations in assignments							
Attitude	Limits personal conversation appropriately							
	Maintains positive attitude in work area							
	Displays trustworthiness/self-control							
Relating to Co-workers	Cooperates with co-workers							
	Uses appropriate language, social skills							
	Requests help appropriately when needed							
	Responds appropriately to feedback							
	Supervisor Initial							
	Lines Below For School Use Only							
	Total							
	Student Initial							