



# EMPLOYMENT EVALUATION SHEET

STUDENT NAME \_\_\_\_\_ EMPLOYER \_\_\_\_\_ DATE/TIME \_\_\_\_\_

**PLEASE CHECK THE ITEM IN EACH CATEGORY THAT BEST DESCRIBES THE STUDENT**

### **PUNCTUALITY**

- \_\_\_\_\_ Always on time
- \_\_\_\_\_ Usually on time
- \_\_\_\_\_ Occasionally late; should improve
- \_\_\_\_\_ Frequently late (1)

### **PERSONAL APPEARANCE**

- \_\_\_\_\_ Neat; always appropriately and attractively groomed
- \_\_\_\_\_ Neat; usually appropriately and attractively groomed
- \_\_\_\_\_ Neat; not always appropriately groomed, but not untidy
- \_\_\_\_\_ Occasionally untidy

### **SOCIAL ADAPTABILITY**

- \_\_\_\_\_ Stimulating, creative; has leadership ability
- \_\_\_\_\_ Well-liked, friendly, cooperative
- \_\_\_\_\_ Indifferent, lacks warmth; occasionally offends
- \_\_\_\_\_ Often defensive

### **PLANNING, ORGANIZATION, EXECUTION OF WORK**

- \_\_\_\_\_ Work is well-planned and organized
- \_\_\_\_\_ Work is usually carried through
- \_\_\_\_\_ Some planning; does not take all facts into consideration
- \_\_\_\_\_ No plan of work or organization demonstrated

### **ATTITUDE TOWARD SUPERVISION**

- \_\_\_\_\_ Seeks suggestions for improvement
- \_\_\_\_\_ Ignores suggestions for improvement
- \_\_\_\_\_ No plan of work or organization demonstrated
- \_\_\_\_\_ Resentful of suggestions; defensive

### **QUALITY OF WORKMANSHIP**

- \_\_\_\_\_ Accurate and efficient; functions independently or with little supervision
- \_\_\_\_\_ Accurate and efficient; needs occasional supervision
- \_\_\_\_\_ Makes errors without correcting them; needs frequent supervision
- \_\_\_\_\_ Needs close supervision at all times

### **INITIATIVE AND RESOURCEFULNESS**

- \_\_\_\_\_ Demonstrates initiative and resourcefulness
- \_\_\_\_\_ Moderate resourcefulness and initiative
- \_\_\_\_\_ Below average initiative and resourcefulness
- \_\_\_\_\_ Seldom demonstrates initiative and resourcefulness

### **VERBAL AND WRITTEN COMMUNICATION SKILLS**

- \_\_\_\_\_ Clear and concise; communicates well
- \_\_\_\_\_ Clear and concise in most situations
- \_\_\_\_\_ Able to express in acceptable terms, room for improvement
- \_\_\_\_\_ Expresses information poorly
- \_\_\_\_\_ Clear and concise; communicates well

### **CUSTOMER/EMPLOYER SERVICE**

- \_\_\_\_\_ Provides superior customer service
- \_\_\_\_\_ Usually provides good customer service
- \_\_\_\_\_ Exhibits limited customer service skills
- \_\_\_\_\_ Needs frequent reminders to provide better quality service

Workplace Supervisor Printed Name/Title \_\_\_\_\_ Signature \_\_\_\_\_ Date/Time \_\_\_\_\_

Supervisor Comments:

Student Printed Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date/Time \_\_\_\_\_

Student Comments: