



# LORAIN COUNTY JVS EMPLOYER EVALUATION SHEET

Student Name \_\_\_\_\_ Employer \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

**PLEASE CHECK THE ITEM IN EACH CATEGORY THAT IS MOST DESCRIPTIVE OF THE ABOVE NAMED STUDENT**

### ***PUNCTUALITY***

- \_\_\_\_\_ Always on time (4)
- \_\_\_\_\_ Usually on time (3.5)
- \_\_\_\_\_ Occasionally late; should improve (2)
- \_\_\_\_\_ Frequently late (1)

### ***QUALITY OF WORKMANSHIP***

- \_\_\_\_\_ Accurate and efficient; functions independently or with little supervision (4)
- \_\_\_\_\_ Accurate and efficient; needs occasional supervision (3.5)
- \_\_\_\_\_ Makes errors without correcting them; needs frequent supervision (2)
- \_\_\_\_\_ Needs close supervision at all times (1)

### ***PERSONAL APPEARANCE***

- \_\_\_\_\_ Neat; always appropriately and attractively groomed (4)
- \_\_\_\_\_ Neat; usually appropriately and attractively groomed (3.5)
- \_\_\_\_\_ Neat; not always appropriately groomed, but not untidy (2)
- \_\_\_\_\_ Occasionally untidy (1)

### ***INITIATIVE AND RESOURCEFULNESS***

- \_\_\_\_\_ Demonstrates initiative and resourcefulness (4)
- \_\_\_\_\_ Moderate resourcefulness and initiative (3.5)
- \_\_\_\_\_ Below average initiative and resourcefulness (2)
- \_\_\_\_\_ Seldom demonstrates initiative and resourcefulness (1)

### ***SOCIAL ADAPTABILITY***

- \_\_\_\_\_ Stimulating, creative; has leadership ability (4)
- \_\_\_\_\_ Well-liked, friendly, cooperative (3.5)
- \_\_\_\_\_ Indifferent, lacks warmth; occasionally offends (2)
- \_\_\_\_\_ Often defensive (1)

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

- \_\_\_\_\_ Clear and concise; communicates well (4)
- \_\_\_\_\_ Clear and concise in most situations (3.5)
- \_\_\_\_\_ Able to express in acceptable terms, room for improvement (2)
- \_\_\_\_\_ Expresses information poorly (1)

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

- \_\_\_\_\_ Work is well-planned and organized (4)
- \_\_\_\_\_ Work is usually carried through (3.5)
- \_\_\_\_\_ Some planning; does not take all facts into consideration (2)
- \_\_\_\_\_ No plan of work or organization demonstrated (1)

### ***CUSTOMER/EMPLOYER SERVICE***

- \_\_\_\_\_ Provides superior customer service including friendliness, responsiveness, helpfulness and resourcefulness (4)
- \_\_\_\_\_ Usually provides good customer service (3.5)
- \_\_\_\_\_ Exhibits limited customer service skills (2)
- \_\_\_\_\_ Needs frequent reminders to provide better quality service (1)

### ***ATTITUDE TOWARD SUPERVISION***

- \_\_\_\_\_ Seeks suggestions for improvement (4)
- \_\_\_\_\_ Usually applies suggestions offered (3.5)
- \_\_\_\_\_ Ignores suggestions for improvement (2)
- \_\_\_\_\_ Resentful of suggestions; defensive (1)



**Grading Scale: (Final grade will be blended with the lab grade & determined by lab instructor)**

- A - Excellent**, student is performing above expectations (33-36)
- B - Above Average**, student can perform most assignments with minimal supervision (29-32)
- C - Satisfactory**, student can perform assignments with Supervision (26-28)
- D - Needs Improvement**, student is not performing to workplace expectations and is in jeopardy of dismissal (22-25)
- F - Unacceptable Performance**, student will be dismissed (0-21)

**Jobsite Supervisor/Mentor**

Printed Name & Title: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor/Mentor Comments: \_\_\_\_\_

\_\_\_\_\_

**JVS Instructor**

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

JVS Instructor Comments: \_\_\_\_\_

\_\_\_\_\_

**Student**

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Comments: \_\_\_\_\_

\_\_\_\_\_