



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: _____
