**EMPLOYMENT EVALUATION FORM**

Student Progress Report Evaluation Period Ending:

# Student: \_ Due Date: School: TCCHS Employer:

**Directions:** Please evaluate the student-employee as fairly as possible and as compared with workers with the same experience. Mark the number for each statement that most accurately reflects the student’s performance in that category.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Quality of Work** | **Speed** | **Care of Working Area** |  | **Job Learning** |
| 10 | Very accurate and thorough | 10 | Very fast | 10 | Very clean and orderly | 10 | Learns exceptionally well |
| 9 |  | 9 |  | 9 |  | 9 |  |
| 8 | Careful, rarely inadequate | 8 | Fast | 8 | Keeps area clean | 8 | Learns with ease |
| 7 |  | 7 |  | 7 |  | 7 |  |
| 6 | Usually accurate | 6 | Average | 6 | Average | 6 | Learns adequately |
| 5 |  | 5 |  | 5 |  | 5 |  |
| 4 | Careless | 4 | Slow | 4 | Careless | 4 | Learns with difficulty |
| 3 |  | 3 |  | 3 |  | 3 |  |
| 2 | Makes many errors | 2 | Very Slow | 2 | Very untidy | 2 | Little or no learning |
| 1 |  | 1 |  | 1 |  | 1 |  |
| **Use of Time** | **Initiative** | **Use of Materials** | **Attendance** |
| 10 | Very busy | 10 | Self-motivated | 10 | Very careful | 10 | Always prompt – present as scheduled |
| 9 |  | 9 |  | 9 |  | 9 |
| 8 | Busy | 8 | Needs little direction | 8 | Above average | 8 | Seldom off – valid reasons only |
| 7 |  | 7 |  | 7 |  | 7 |
| 6 | Average | 6 | Performs as instructed | 6 | Acceptable | 6 | Absent occasionally |
| 5 |  | 5 | 5 |  | 5 |  |
| 4 | Needs Improvement | 4 | Not a self-starter | 4 | Careless | 4 | Above average |
| 3 |  | 3 |  | 3 |  | 3 |  |
| 2 | Wastes time | 2 | Must always be told what to do | 2 | Wasteful | 2 | Excessive absences |
| 1 |  | 1 | 1 |  | 1 |  |

|  |  |  |
| --- | --- | --- |
| **Attitude toward Co-Workers** | **Attitude toward Superiors** | **Customer Contact** |
| 10 | Vey cooperative and friendly | 10 | Very respectful, helpful, accepts criticism well | 10 | Very courteous |
| 9 |  | 9 | 9 |  |
| 8 | Cooperative and friendly | 8 | Respectful, helpful, accepts criticism well | 8 | Pleasant, respectful, helpful |
| 7 |  | 7 | 7 |  |
| 6 | Cooperative | 6 | Average | 6 | Average |
| 5 |  | 5 |  | 5 |  |
| 4 | Has negative attitude | 4 | Does not accept criticism | 4 | Needs improvement |
| 3 |  | 3 |  | 3 |  |
| 2 | Unable to get along | 2 | Disrespectful | 2 | Discourteous |
| 1 |  | 1 |  | 1 |  |

|  |  |  |
| --- | --- | --- |
| **Enthusiasm** | **Responsibility** | **Dress and Grooming** |
| 10 | Very eager to learn | 10 | Accepts readily and handles well | 10 | Always good |
| 9 |  | 9 | 9 |  |
| 8 | Enjoys work | 8 | Accepts willingly | 8 | Most often good |
| 7 |  | 7 |  | 7 |  |
| 6 | Average | 6 | Accepts | 6 | Occasionally poor |
| 5 |  | 5 |  | 5 |  |
| 4 | Shows little interest in job | 4 | Needs improvement | 4 | Often poor and inappropriate |
| 3 |  | 3 |  | 3 |  |
| 2 | Does not like to work | 2 | Unsatisfactory | 2 | Always inappropriate |
| 1 |  | 1 |  | 1 |  |

# Employer/Supervisor/Mentor: (signature)

Student: (signature)

**Email to Mrs. Miranda bmiranda@tcjackets.net**