

# WORK-BASED EXPERIENCE EVALUATION REPORT

Student **Name** \_\_\_\_\_ Worksite Supervisor \_\_\_\_\_

Business/Industry Name \_\_\_\_\_ Job Title \_\_\_\_\_

**Directions:** Evaluate the personal qualities below for your student. Score the student by using the numerical key below to mark the appropriate space. In the second section list the specific job tasks that are performed by the student each grading period. Rate the student's performance using the numerical key below. Your report will be used in determining a grade and for counseling the student.

**Personal Qualities/Job Tasks Key:**

Excellent (9-10)    Good (6-8)    Fair (3-5)    Poor (1-2)    Unacceptable (0)

<b>Rating of Student: Dates 1<sup>st</sup> quarter</b>						
<b>Personal Qualities</b>	<b>Visits</b>					
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>Attendance:</b> Present and on time; begins work promptly						
<b>Appearance:</b> Clean, neat appearance; poised; orderly						
<b>Communication:</b> Communicates verbally and in writing						
<b>Dependability:</b> Able to work with little supervision; follows instructions						
<b>Leadership:</b> Aggressive; eager to learn; resourceful; uses good judgment; able to inspire others						
<b>Thoroughness:</b> Accurate; careful; completes work						
<b>Ability To Get Along With Others:</b> Tactful; friendly; cooperative						
<b>Social Habits:</b> Positive attitude; shows self-control; honest						
<b>Willingness to Work:</b> Works overtime; performs extras						
<b>Standards/Job Tasks</b>	<b>Visits</b>					
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>TOTAL (Personal Qualities + Standards)</b>						

Evaluator's Signature: \_\_\_\_\_

Date: \_\_\_\_\_