

Work Study Program On-The-Job Performance Evaluation

Student Worker _____ Please Return By _____

Worksite & Supervisor _____ Period Covered By Eval. _____

★ Return to Work Study Teacher ★

Rating Scale

5 - **Always** demonstrates employment skill
 4 - **Often** demonstrates employment skill
 3 - **Sometimes** demonstrates employment skill

2 - **Occasionally** demonstrates employment skill
 1 - **Rarely or never** demonstrates employment skill
 N/A - **Not Applicable**

Rating	Employment Skill	Comments
_____ _____	1. Punctuality Student is on time for work. Student returns from breaks on time.	
_____ _____ _____	2. Attendance Student works when scheduled. Student works the full time scheduled. Student notifies you in advance if schedule change is needed.	
_____ _____	3. Appearance Student's hygiene and grooming is acceptable. Student is dressed appropriately.	
_____ _____	4. Following Directions Student follows directions correctly. Student asks questions when necessary.	
_____ _____ _____ _____ _____	5. Work Quality/Quantity Student corrects own mistakes. Student takes proper care of equipment/materials. Student completes job tasks. Student's quality of work is acceptable. Student's work speed is acceptable.	
_____ _____	6. Supervision Student works without constant supervision. Student accepts redirection or constructive criticism.	
_____ _____	7. Initiative Student performs tasks without being told. Student asks for additional work when assigned tasks are completed.	
_____ _____	8. Social/Interpersonal Skills Student shows a positive attitude. Student demonstrates appropriate behavior with customers and/or co-workers.	

List other positive employability skills the student has shown. _____

List other barriers to employment the student has shown. _____

Would you hire this student? _____

★ If possible, please review this evaluation with your student worker and then sign and date prior to returning.

Student Signature _____	Date _____	Supervisor Signature _____
_____ Total Points _____ % _____ Grade		