| **STUDENT:** | | **SUPERVISOR:** | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **POSITION:** | | **COMPANY NAME:** | | | | |
| **DATE:** | | **COMPANY PHONE:** | | | | |
| SCORING **(1) (2) (3) (4)**  **Beginning -** the student is  **Developing -** the student is **Applying -** the student  **Exceeding -** the student  just getting started and learns getting there and beginning to understands and can do is doing beyond what is  best with supportdo more and more on their ownjob tasks on their own expected of them  (half points can be used if necessary) | | | | | | |
| **WORK ETHIC** | **1** | | **2** | **3** | **4** | **COMMENTS** |
| Punctuality |  | |  |  |  |  |
| Attendance |  | |  |  |  |  |
| Pride in work |  | |  |  |  |  |
| Motivation for work |  | |  |  |  |  |
| **WORK STANDARDS** | **1** | | **2** | **3** | **4** | **COMMENTS** |
| Identifying and correcting mistakes |  | |  |  |  |  |
| Performing duties completely |  | |  |  |  |  |
| Work speed |  | |  |  |  |  |
| Appearance and hygiene |  | |  |  |  |  |
| Amount of supervision required (independent work) |  | |  |  |  |  |
| Following work/shift schedule |  | |  |  |  |  |
| Energy level at work |  | |  |  |  |  |
| **ATTITUDE** | **1** | | **2** | **3** | **4** | **COMMENTS** |
| Attitude towards regular duties |  | |  |  |  |  |
| Attitude towards new duties |  | |  |  |  |  |
| Accepting feedback from supervisors |  | |  |  |  |  |
| Improving work after feedback from supervisors and coworkers |  | |  |  |  |  |
| Shows initiative (requests additional work without being asked) |  | |  |  |  |  |
| **TEAM WORK, COMMUNICATION, AND SOCIAL SKILLS** | **1** | | **2** | **3** | **4** | **COMMENTS** |
| Respectful of workplace supervisor |  | |  |  |  |  |
| Comfortable with workplace supervisor |  | |  |  |  |  |
| Working well with coworkers |  | |  |  |  |  |
| Working well with customers |  | |  |  |  |  |
| Communicating needs |  | |  |  |  |  |
| Listening to instructions |  | |  |  |  |  |
| Following instructions |  | |  |  |  |  |
| Asking questions |  | |  |  |  |  |

| **ADAPTABILITY** | **1** | **2** | **3** | **4** | **COMMENTS** | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Ability to learn new duties |  |  |  |  |  | | | |
| Handling work distractions |  |  |  |  |  | | | |
| Adjusting work pace when required |  |  |  |  |  | | | |
| Accepting changes in work routine |  |  |  |  |  | | | |
| Adjusting well to changes in coworkers or supervisors |  |  |  |  |  | | | |
| Expressing willingness to try new duties |  |  |  |  |  | | | |
| **Strengths** | | | | | **Areas for Improvement** | | | |
|  | | | | |  | | | |
|  | | | |
|  | | | |
|  | | | |
| Additional Questions/Comments | | | | | | | | |
| Is the student hired in this position?  If no – if a job were available, would you hire this student for an entry level position?  Why or why not?: | | | | | | | **YES**  **YES** | **NO**  **NO** |
| Supervisor or Employment Specialist Comments: | | | | | | | | |
| Student Comments: | | | | | | | | |
| Student Plan of Action: | | | | | | | | |
| **Signatures** | | | | | | | | |
| Student: | | | | | | Date: | | |
| Employer / Supervisor: | | | | | | Date: | | |
| Employment Specialist: | | | | | | Date: | | |