|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **STUDENT:** | | **SUPERVISOR:**  **OR**  **EMPLOYMENT SPECIALIST:** | | | |
| **POSITION:** | | **COMPANY NAME:** | | | |
| **DATE:** | | **COMPANY PHONE:** | | | |
| SCORING **(1) (2) (3)**  **Student’s work performance Student’s work performance Student’s work performance**  **not at level of paid employee at level of paid employee exceeds that of paid employee**  (half points can be used if necessary ie. 0.5, 1.5, 2.5) | | | | | |
| **WORK ETHIC** | **1** | | **2** | **3** | **COMMENTS** |
| Punctuality |  | |  |  |  |
| Attendance |  | |  |  |  |
| Pride in work |  | |  |  |  |
| Motivation for work |  | |  |  |  |
| **WORK STANDARDS** | **1** | | **2** | **3** | **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** | **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** | **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** | **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: | | |