

EMPLOYMENT PREPARATION CERTIFICATE PROGRAM
Student Work Evaluation

STUDENT:	SUPERVISOR: OR EMPLOYMENT SPECIALIST:			
POSITION:	COMPANY NAME:			
DATE:	COMPANY PHONE:			
SCORING				
(1) Student's work performance not at level of paid employee	(2) Student's work performance at level of paid employee			(3) Student's work performance 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:		