

Please mail prior to
October 25, 2002 or —
fax (734) 994-2078

HURON HIGH SCHOOL WORK BASED LEARNING PROGRAMS JOB EVALUATION

EMPLOYER: «Employer»

PROGRAM: «Program»

STUDENT: «both names»

COORDINATOR: Brown/Eisley

EVALUATOR'S SIGNATURE: _____

SUMMARY GRADE: _____

INSTRUCTIONS:

Please evaluate your student trainee using the standards below.

You may use plus (+) or minus (-).

Place a summary grade above and sign the evaluation.

(A) Outstanding (B) Above Average (C) Average (D) Below Average (E) Failure (NA) Not Applicable

GENERAL PERFORMANCE

Attendance	A B C D E NA
Punctuality	A B C D E NA
Demonstrates honesty and integrity	A B C D E NA
Responsible attitude	A B C D E NA
Courtesy and manners	A B C D E NA
Interaction w/customer/client/patient	A B C D E NA
Cooperates with co-workers	A B C D E NA
Relates well with supervisor(s)	A B C D E NA
Accepts constructive criticism	A B C D E NA
Appropriate attire	A B C D E NA
Verbal communication	A B C D E NA
Handwriting/penmanship	A B C D E NA
Ability to follow directions	A B C D E NA
Ability to adapt to new assignments	A B C D E NA
Initiative	A B C D E NA
Use of working time	A B C D E NA
Accuracy of work	A B C D E NA
Speed of work	A B C D E NA
Neatness of work	A B C D E NA
Ability to set priorities	A B C D E NA
Common sense in job tasks	A B C D E NA
Practices safe work habits	A B C D E NA

SPECIFIC SKILLS

Typing correspondence	A B C D E NA
Spelling, grammar, punctuation	A B C D E NA
Typing forms	A B C D E NA
Filing	A B C D E NA
Basic bookkeeping / math	A B C D E NA
Stockkeeping	A B C D E NA
Proper selling techniques	A B C D E NA
Organization of work space	A B C D E NA
Use of supplies & materials	A B C D E NA

USE OF EQUIPMENT

Telephone	A B C D E NA
Computer	A B C D E NA
Copy machine	A B C D E NA
Cash register	A B C D E NA
Calculator	A B C D E NA
Fax machine	A B C D E NA
Typewriter	A B C D E NA
Tools	A B C D E NA
Test Equipment	A B C D E NA
Other: _____	A B C D E NA

Please make any comments suggestions that would assist the student in his/her training experience.