



OFF CAMPUS EMPLOYER EVALUATION OF STUDENT

(Please fax to _____ Attention: _____)

Student: _____ Grade: _____ School: _____

Employer: _____ Evaluator: _____

Please evaluate this student as you would a new employee and if possible discuss this evaluation with the student.

Please evaluate the student on the following four point scale:

4 – Outstanding 3 – Good 2 – Fair 1 – Needs Improvement NA – Not applicable

Personal & Social Qualities	Quality of Work and Work Habits
<ul style="list-style-type: none"> • Cooperative: able to work with others 4 3 2 1 NA • Accepting of constructive criticism 4 3 2 1 NA • Adaptable to new tasks/situations 4 3 2 1 NA • Shows respect for others and self 4 3 2 1 NA • Demonstrates a positive attitude 4 3 2 1 NA • Punctual and attends regularly 4 3 2 1 NA • Dresses appropriately for job 4 3 2 1 NA • Takes appropriate leadership role 4 3 2 1 NA 	<ul style="list-style-type: none"> • Uses time effectively 4 3 2 1 NA • Shows Initiative 4 3 2 1 NA • Able to follow directions 4 3 2 1 NA • Completes assigned tasks 4 3 2 1 NA • Able to problem solve 4 3 2 1 NA • Aware of safety practices 4 3 2 1 NA • Uses technology effectively 4 3 2 1 NA • Demonstrates a willingness to learn 4 3 2 1 NA
Communication Skills	Final Assessment
<ul style="list-style-type: none"> • Communicates effectively 4 3 2 1 NA • Uses appropriate technical language 4 3 2 1 NA • Listens effectively 4 3 2 1 NA 	<p>Overall Work Performance 4 3 2 1 NA</p>

Additional Comments:

Has this report been discussed with the student? (yes/no) Date: _____

Supervisor's Signature: _____ Student's Signature: _____

***Please make sure all parts of the evaluation are completed including indicating points and signatures.**