

Work-Based Learning
Whitfield County Schools
General Employability Skills Evaluation

Student/Employee Name

Worksite

Grade Period

Semester

Employer/Mentor

Teacher/Coordinator

The Work-Based Learning Program is a cooperative training effort between the school and the business community. This evaluation provides a means for joint assessment of the student/employee's job performance. Your evaluation will help the teacher/coordinator to determine an appropriate grade for the training period credit and to offer instruction that will promote the student/employee's continued success on the job. The report is CONFIDENTIAL. Only the supervisor, teacher/coordinator, parent and the student will have access to this information.

Please circle the number using the following rating scale to evaluate the performance of the student in each of the categories listed below for the grading period:

4 – Excellent 3 – Above Average 2 – Average 1 – Below Average

Punctuality/Personality Traits

Reports to work as scheduled and on time	4	3	2	1	NA
Returns from breaks/meals on time	4	3	2	1	NA
Arranges in advance for lateness or time off	4	3	2	1	NA
Grooming/Dressing appropriately for the job	4	3	2	1	NA
Discreet (as to being talkative)	4	3	2	1	NA
Demonstrates self-control	4	3	2	1	NA

Human Relations

Demonstrates courtesy and friendliness	4	3	2	1	NA
Deals tactfully with others	4	3	2	1	NA
Speaks well and shows good choice of words	4	3	2	1	NA
Cooperates with supervisor(s) and accepts suggestions (teamwork)	4	3	2	1	NA

Job Skills

Meets appropriate job requirements	4	3	2	1	NA
Listens and follows directions	4	3	2	1	NA
Budgets time carefully	4	3	2	1	NA
Completes assigned tasks accurately	4	3	2	1	NA
Requires minimal supervision	4	3	2	1	NA
Organizes work neatly	4	3	2	1	NA

Attitudes Toward Work

Looks for ways to improve	4	3	2	1	NA
Demonstrates initiative	4	3	2	1	NA
Is inquisitive about the job	4	3	2	1	NA
Shows enthusiasm for work	4	3	2	1	NA
Accepts constructive criticism	4	3	2	1	NA
Feels even routine jobs are important	4	3	2	1	NA
Shows willingness to learn	4	3	2	1	NA
Favorable attitude toward work	4	3	2	1	NA
Proud of work	4	3	2	1	NA

Due to Coordinator: _____

Have you discussed job performance and/or progress with the student employee? ____ Yes ____ No

Please include any general comments about the student's strengths and weaknesses that will improve job performance. If you have any questions or concerns, do not hesitate to call me at _____. (Please use the back of the sheet if more room is needed.)

Employer/Supervisor Signature

Date

Student/Employee Signature

Date