

Student Work Performance Evaluation – 4 Month

Student Name:		Job Title:	
Degree Program:	Date:	Company Name:	
Key Job Duties:			

Guidelines: Please rate the student's performance in each of the following categories by checking the box which best indicates their performance and providing individualized comments where appropriate.

1. QUALITY OF WORK

- Very thorough. Errors few if any.
 High level. Only occasional corrections needed.
 Work usually passes review. Some errors.
 Erratic quality. Not thorough. Work review required.
 Not measurable/ applicable

Comments: _____

2. QUANTITY OF WORK

- Exceptionally fast, efficient. Often handles extra work.
 Deadlines always met. Willing to handle extra work.
 Steady results. Usually on time with assignments.
 Frequently late in completing assignments. Needs prodding.
 Not measurable/ applicable

Comments: _____

3. INITIATIVE AND DEDICATION

- Self-starter. Seeks challenge. Attacks problems, solves on own.
 Needs minimal supervision. Tries to exceed standards.
 Puts generally good effort into work. Meets standards.
 Shows minimal interest in meeting standards. Needs close supervision.
 Not measurable/ applicable

Comments: _____

4. COOPERATION AND TEAM WORK

- Always works in harmony with others. Great team player.
 Congenial and helpful. Works well with associates.
 Most relations with others are harmonious under normal conditions.
 Difficult to work with at times. Sometimes antagonizes others.
 Not measurable/ applicable

Comments: _____

5. JUDGEMENT

- Unusual ability to develop alternatives. Openly accepts responsibilities.
 Good methodical thought processes. Good problem solving. Seeks counsel when necessary.
 Makes decisions based on company policies. Generally seeks counsel.
 Lacks confidence. Seeks supervision. Avoids responsibilities.
 Not measurable/ applicable

Comments: _____

6. LEADERSHIP

- High desire to achieve. Tactful. Excellent example for other workers.
- Good tolerance level. Accepts new challenges. Sets good examples.
- Calm and tactful. Displays patience. Tries to learn from criticism.
- Sometimes tactless. Reluctantly accepts criticism and ideas of others.
- Not measurable/ applicable

Comments: _____

7. ADAPTABILITY

- Adapted instantly and successfully. Makes others comfortable.
- Adapted quickly and successfully. No problems.
- Comfortable in the work place. Few problems.
- Uncomfortable in the work place. Reluctant to attempt change.
- Not measurable/ applicable

Comments: _____

8. WRITTEN COMMUNICATION

- Always clear, well organized and easily understandable
- Usually clear, well organized and understandable; needs occasional checking/editing
- Sometimes clear and organized; requires some checking and editing
- Not consistently clear and concise; requires frequent checking and editing
- Not measurable/ applicable

Comments: _____

9. ORAL COMMUNICATION

- Always clear, well organized, easily understandable; excellent public speaker
- Usually clear, well organized and understandable; comfortable speaking/presenting to groups
- Sometimes clear and organized; developing public speaking skills
- Occasionally encounters difficulty with expressing ideas clearly; some discomfort with public speaking
- Not measurable/ applicable

Comments: _____

MAJOR STRENGTHS

AREAS FOR IMPROVEMENT

OVERALL PERFORMANCE

SUPERVISOR NAME: _____ **SUPERVISOR SIGNATURE:** _____

SUPERVISOR PHONE: _____ **SUPERVISOR EMAIL:** _____

STUDENT SIGNATURE: _____ **DATE:** _____

Student Comments: _____

I have read this evaluation and discussed it with my supervisor. I feel that it is a fair assessment of my performance.

