

Work Experience Evaluation

Student _____

School _____

Employment/Training Site _____

Position _____

Supervisor _____

Type of Experience:

Please check one:

	Job Shadowing
	Job Tryout
	Internship
	School-based Enterprise
	Competitive Employment

Rating Scale: 10 = Excellent; 8 = Above Average; 6 = Average; 4 = Below Average; 2 = Poor; 0 = Unacceptable

Conversion Chart: 160 – 121 = A (100 - 90); 120 – 91 = B (89 - 80); 90 – 61 = C (79 - 70); 60 – 30 = D (69 - 60); 29 > = F (59>)

	PERFORMANCE	10	8	6	4	2	0
1	Good attendance and punctuality						
2	Works independently or with minimal supervision						
3	Begins work in a timely manner						
4	Willingness to work, interest/motivation						
5	Maintains quality of work/corrects own errors						
6	Demonstrates adequate speed of work/production						
7	Attends to task until completed						
8	Accepts supervision and/or constructive criticism						
9	Cooperates/gets along with peers/supervisors, appropriately						
10	Follows/retains directions						
11	Adapts to new work situations						
12	Responds appropriately to statements/questions						
13	Ask questions when necessary						
14	Demonstrates sufficient stamina/physical abilities						
15	Exhibits appropriate personal hygiene/appropriate dress						
16	Demonstrate potential for work performed						
	TOTAL						

Evaluator Comments/Recommendations:

Evaluator's Signature: _____ Date: _____

SCHOOL/OFFICE USE ONLY:

Points Earned: _____ Letter Grade: _____ Numerical Grade: _____

Notes: