###### EMPLOYER STUDENT FINAL EVALUATION

**Community Based Vocational Training**

## Student\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Job Coach \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Site \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Job Title** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Company Supervisor\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Students are to be evaluated objectively by an employee of company that supervises student. Using the following rating scale, student performance is to be compared to performance expectations of a regular employee:

**1 = Does not meet expectations**

**2 = Inconsistently meets expectations**

**3 = Meets expectations**

|  |  |  |
| --- | --- | --- |
| Assessment Criteria | **Rating: 1-3** | **Comments** |
| **Attitude & Cooperation** |  |  |
| Shows respect for self, others, and work |  |  |
| Has a good attitude toward learning and  performing work |  |  |
| Willingly accepts constructive criticism |  |  |
| Shows initiative and motivation |  |  |
| Reliability |  |  |
| On time and begins promptly upon arrival |  |  |
| Work attendance is acceptable |  |  |
| Comes to work prepared and has neat clean uniform |  |  |
| Productivity Level/Time on Task |  |  |
| Works without assistance, reassurance or reminders |  |  |
| Stays focused and attentive |  |  |
| Works at pace comparable to other employees |  |  |
| Quality of Work |  |  |
| Work is completed to job specifications |  |  |
| Identifies own mistakes and makes corrections |  |  |
| Takes pride in work |  |  |
| Team Work and Communication |  |  |
| Interacts and communicates respectfully with  co-workers and/or customers |  |  |
| Asks for or offers help/advice as needed |  |  |
| Is polite and courteous |  |  |
| Conforms to rules and regulations of the job |  |  |
| **Record # of Days Absent** |  |  |

(over)

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**STUDENT FINAL EVALUATION (Continued) :**

If you had an opening would you hire this student? Why or Why not: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Student’s strengths on this job: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Areas where student needs to improve: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Are you willing to provide a written reference letter for this student? \_\_\_\_\_Yes \_\_\_\_\_ No

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**Supervisor’s Signature Date**

Cc: Employability Specialist

OCS Portfolio

Parent