

WORK EXPERIENCE
SUPERVISOR'S EVALUATION FORM

Student _____ Worksite _____
 Supervisor _____ Date _____ Job Task _____ Quarter 1 2 3 4

Factors	Marginal + 5	Adequate +7	Competent +8	Commendable +9	Distinguished +10	Points
Appearance of Work	Work generally is sloppy and incomplete. Work must be redone often <input type="checkbox"/>	Some work is sloppy and incomplete. Occasionally work must be redone <input type="checkbox"/>	Work is generally neat and complete. Rework is seldom required. <input type="checkbox"/>	Work is exceptionally neat and well organized and complete. Rework is rarely required. <input type="checkbox"/>	Work is exceptionally neat, well organized and complete. Rework is never required. <input type="checkbox"/>	(Completed by school)
Accuracy of Work	Continuously makes errors. Makes no effort to check own work. <input type="checkbox"/>	Frequently makes errors. Checks own work fairly often. Makes errors 50% of the time <input type="checkbox"/>	Occasionally makes errors. Checks own work for accuracy. <input type="checkbox"/>	Rarely makes errors. Always checks own work. <input type="checkbox"/>	No errors. No checking is necessary. <input type="checkbox"/>	
Dependability	Requires close supervision: is unreliable <input type="checkbox"/>	Sometimes requires prompting <input type="checkbox"/>	Usually takes care of necessary tasks. <input type="checkbox"/>	Requires little supervision; is reliable <input type="checkbox"/>	Requires absolute minimum supervision <input type="checkbox"/>	
Utilization of Time	Frequently wastes time between assignments <input type="checkbox"/>	Occasionally wastes working time <input type="checkbox"/>	Wastes very little working time. <input type="checkbox"/>	Rarely wastes working time. <input type="checkbox"/>	Uses working time to the fullest <input type="checkbox"/>	
Personal Appearance	Very untidy; poor taste in dress <input type="checkbox"/>	Sometimes untidy and careless about personal appearance <input type="checkbox"/>	Generally neat and clean. Satisfactory appearance. <input type="checkbox"/>	Careful about personal appearance <input type="checkbox"/>	Careful about personal appearance. <input type="checkbox"/>	
Work Pace	Works at slow pace. Frequently stalls. <input type="checkbox"/>	Works at easy pace. <input type="checkbox"/>	Works steadily. <input type="checkbox"/>	Works at an above average pace. <input type="checkbox"/>	Works at an energetic pace. <input type="checkbox"/>	
Work Attitude	Complete lack of interest in job <input type="checkbox"/>	Minor interest in job. <input type="checkbox"/>	Some interest in job. <input type="checkbox"/>	Very interested in job. <input type="checkbox"/>	Totally interested in job. <input type="checkbox"/>	
People Relationships	Does not get along well with others. Uncooperative <input type="checkbox"/>	Works fairly well with others; fairly cooperative <input type="checkbox"/>	Works very well with others; fully cooperative. <input type="checkbox"/>	Works exceptionally well with others; goes out of way to cooperate. <input type="checkbox"/>	Works unusually well with others and exceptionally cooperative. <input type="checkbox"/>	
Criticisms and suggestions	Not responsive to criticisms or suggestions from supervision <input type="checkbox"/>	Responds occasionally to criticisms or suggestions from supervision. <input type="checkbox"/>	Generally responds to criticism or suggestions from supervision. <input type="checkbox"/>	Always responds to criticisms or suggestions from supervision <input type="checkbox"/>	Criticism or suggestions are rarely needed. <input type="checkbox"/>	
Attendance	Poor attendance; frequently absent <input type="checkbox"/>	Often absent but meets minimum attendance requirements <input type="checkbox"/>	Occasionally absent but has generally good attendance <input type="checkbox"/>	Good attendance; seldom absent <input type="checkbox"/>	Perfect attendance <input type="checkbox"/>	

Comments:

Quarterly Grade _____
(Completed by School)

Signature of Student

Signature of Work Supervisor