**EMPLOYMENT EVALUATION FORM**

Student Progress Report Evaluation Period Ending:

Student: \_ Due Date: School: Greenville Middle High School Employer:

**Directions:** Please evaluate the student-employee as fairly as possible and as compared with workers with the same experience. Mark the number for each statement that most accurately reflects the student’s performance in that category.

**Quality of Work Speed Care of Working Area Job Learning**

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Very accurate and thorough

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Very fast

Very clean and orderly

Learns exceptionally well

Careful, rarely inadequate

Fast

Keeps area clean

Learns with ease

Usually accurate

Average

Average

Learns adequately

Careless

Slow

Careless

Learns with difficulty

Makes many errors

Very Slow

Very untidy

Little or no learning

**Use of Time Initiative Use of Materials Attendance**

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Very busy Busy Average

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Needs Improvement

Self- motivated

Needs little direction

Performs as instructed

Not a self- starter

Very careful Above average Acceptable

Careless

Always prompt – present as scheduled

Seldom off – valid reasons only

Absent occasionally

Above average

Wastes time

Must always be told what to do

Wasteful

Excessive absences

**Attitude toward Co-Workers Attitude toward Superiors Customer Contact**

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Very cooperative and friendly

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Cooperative and friendly

Cooperative

Very respectful, helpful, accepts criticism well

Respectful, helpful, accepts criticism well

Average

Very courteous

Pleasant, respectful, helpful

Average

Has negative attitude

Does not accept criticism

Needs improvement

Unable to get along

Disrespectful

Discourteous

**Enthusiasm Responsibility Dress and Grooming**

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Very eager to learn

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Enjoys work

Accepts readily and handles well

Accepts willingly

Always good

Most often good

Average

Accepts

Occasionally poor

Shows little interest in job

Needs improvement

Often poor and inappropriate

Does not like to work

Unsatisfactory

Always inappropriate

Employer/Supervisor/Mentor: (signature)

Student: (signature)

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