

WORKPLACE LEARNING EMPLOYER / SUPERVISOR'S EVALUATION

Please complete the assessment below as fully as possible. The student may, at some future date, use the evaluation when applying for employment.

STUDENT: _____

EMPLOYER: _____

	Not Applicable	Always	Most Times	Sometimes	Occasionally	Never
ATTENDANCE						
Attended work (circle days attended) M T W T F						
Was punctual to start work						
Returned from breaks on time						
Informed supervisor if unable to attend						
Informed supervisor if he/she would be late						
PERSONAL APPEARANCE						
Wore appropriate clothes						
Was neat and tidy in appearance						
SENSE OF RESPONSIBILITY						
Listened carefully to instructions						
Followed instructions						
Asked for help when needed						
Willing to tackle any task when asked						
Showed initiative						
SAFETY						
Obeyed all safety regulations						
INTEREST						
Showed interest in job						
Showed interest in training						
RELATING TO OTHERS						
Polite and courteous to supervisors						
Polite and courteous to fellow workers						
Polite and courteous to public						
Was accepted by staff						
Was accepted by public						
Worked well as a team member						
QUALITY AND QUANTITY OF WORK						
Worked to capacity						
Fellow workers satisfied with quality and quantity of work						
Supervisors satisfied with quality and quantity of work						
Public satisfied with quality and quantity of work						
POSITIVE TRAITS DISPLAYED BY STUDENT: _____ _____ _____	AREAS STUDENT NEEDS TO DEVELOP: _____ _____ _____					
SUPERVISOR:						
Signature: _____			Date: _____			
Name (<i>please print</i>): _____						