

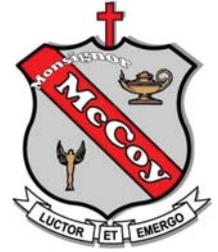


Monsignor McCoy High School

Phone: (403) 527-8161

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Off-Campus Education Program Employer's Evaluation of Student



Student: _____

Company: _____

Evaluated By: _____

Date: _____

Rate the student by circling the number that best describes the student:

- 5 = Met All Work Requirements (outstanding)**
- 4 = Met Most Work Requirements (very good)**
- 3 = Met Minimum Work Requirements (satisfactory)**
- 2 = Did Not Meet Work Requirements (unsatisfactory)**
- 1 = No Effort toward Work Requirements**
- N/A = Not Applicable**

EMPLOYABILITY SKILLS

COMMENTS

WORK QUALITIES AND HABITS

- | | | | | | | |
|---|---|---|---|---|---|-----|
| 1. Dependable and punctual for work | 5 | 4 | 3 | 2 | 1 | N/A |
| 2. Shows interest in learning new job skills | 5 | 4 | 3 | 2 | 1 | N/A |
| 3. Able to solve problems effectively | 5 | 4 | 3 | 2 | 1 | N/A |
| 4. Demonstrates planning abilities for tasks | 5 | 4 | 3 | 2 | 1 | N/A |
| 5. Adaptable and productive in performing tasks | 5 | 4 | 3 | 2 | 1 | N/A |

ATTITUDE & COMMUNICATION SKILLS

- | | | | | | | |
|--|---|---|---|---|---|-----|
| 1. Contacts supervisor prior to being absent | 5 | 4 | 3 | 2 | 1 | N/A |
| 2. Demonstrates strong work ethic | 5 | 4 | 3 | 2 | 1 | N/A |
| 3. Listens attentively | 5 | 4 | 3 | 2 | 1 | N/A |
| 4. Follows instructions | 5 | 4 | 3 | 2 | 1 | N/A |
| 5. Articulates ideas clearly | 5 | 4 | 3 | 2 | 1 | N/A |

PERSONAL AND SOCIAL SKILLS

- | | | | | | | |
|---|---|---|---|---|---|-----|
| 1. Positive and respectful demeanor | 5 | 4 | 3 | 2 | 1 | N/A |
| 2. Works well with colleagues | 5 | 4 | 3 | 2 | 1 | N/A |
| 3. Accepts advice and constructive criticism well | 5 | 4 | 3 | 2 | 1 | N/A |
| 4. Suitable attire and hygiene for the job | 5 | 4 | 3 | 2 | 1 | N/A |
| 5. Reacts appropriately to uncertainty | 5 | 4 | 3 | 2 | 1 | N/A |

SAFETY

- | | | | | | | |
|---|---|---|---|---|---|-----|
| 1. Follows safety and health regulations | 5 | 4 | 3 | 2 | 1 | N/A |
| 2. Maintains a safe workplace environment | 5 | 4 | 3 | 2 | 1 | N/A |
| 3. Identifies potential health and safety hazards | 5 | 4 | 3 | 2 | 1 | N/A |
| 4. Assures personal safety (including PPE) | 5 | 4 | 3 | 2 | 1 | N/A |
| 5. Reports injuries and safety concerns | 5 | 4 | 3 | 2 | 1 | N/A |

Please Turn Over

WORKPLACE SKILLS

COMMENTS

KNOWLEDGE, SKILLS & ATTITUDES

- 1. Asks questions when necessary 5 4 3 2 1 N/A
- 2. Completes work accurately 5 4 3 2 1 N/A
- 3. Demonstrates initiative 5 4 3 2 1 N/A
- 4. Paces assigned work appropriately 5 4 3 2 1 N/A
- 5. Selects correct tools, equipment and/or processes appropriate to task 5 4 3 2 1 N/A
- 6. Performs current job specific skills to workplace standards
(Please list 4 skills specific to the student's current position below):
 - a) 5 4 3 2 1 N/A
 - b) 5 4 3 2 1 N/A
 - c) 5 4 3 2 1 N/A
 - d) 5 4 3 2 1 N/A

Additional Supervisor's comments are welcome and helpful to the student:

Strengths observed:

Suggestions for improvement:

Comments: _____

Signatures:

Employer/supervisor/manager _____

Office Use Only

Assessment

- Employability Skills _____/100 (50%) = _____
- Workplace dependent on work place standards (50%) = _____