

DATE OF EVALUATION: \_\_\_\_\_

(Due to Work Study Coordinator by following week)

FLORENCE HIGH SCHOOL WORKSTUDY EVALUATION

STUDENT: \_\_\_\_\_ EMPLOYER: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

DATE OF EMPLOYMENT: \_\_\_\_\_ AVERAGE NUMBER OF HOURS PER WEEK: \_\_\_\_\_

DEGREE OF PROGRESS/ RATING:

- A- Exhibits outstanding, quality/performance
- B – Demonstrates average quality/performance
- C – Demonstrates adequate growth
- D – Needs Improvement
- F – Shows no progress
- N/A – Not Applicable

TASKS	RATING	COMMENTS
• General Job Qualities		
Attendance		
Punctuality		
Personal Appearance		
Appropriate Attire/ Neatness		
Ability to get along with others		
Smiles		
Character		
Dependability		
Initiative		
Cooperation		
Self-Confidence		
Self-Control		
• Employer/ Employee Relations		
Attitude		
Communication		
Adaptability		
Ability to take criticism		
Loyalty		
• Proficiency On The Job		
Job Knowledge		
Quality of Work		
Alertness		
Judgment		
Follow-Through		
Self-Starter/Reliant		
Safety-Mindedness		
Housekeeping		
Ask for Support (as needed)		
• Customer Relations		
Friendly		
Offers Assistance Freely		