



## Career & Technical Education Student Performance Employee Evaluation

**Circle One**  
 Nine Weeks: 1 2 3 4  
 Summer School: 1 2

Student Name: \_\_\_\_\_ School: \_\_\_\_\_

Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Directions:** The purpose of this evaluation is to provide feedback necessary to improve the student trainee’s on-the-job performance. This evaluation will be one factor in determining the final grade that will be recorded on the student trainee’s report card. Please use the following scale in recording your evaluation in each area.

5--Exceeds Expectations      4--Above Average      3--Average      2--Below Average      1—Unacceptable

**Part I: Employability Skills:**

*Circle One for Each Topic*

1. Attendance and Punctuality	5	4	3	2	1
2. Appearance (clean, well-groomed)	5	4	3	2	1
3. Attitude (accepts criticism/suggestions, etc.)	5	4	3	2	1
4. Reliability (accepts responsibility, follows procedures)	5	4	3	2	1
5. Performance (works to the best of his/her ability)	5	4	3	2	1
6. Initiative (is self-motivated)	5	4	3	2	1
7. Interpersonal Skills (gets along with co-workers)	5	4	3	2	1
8. Communication (uses correct English, speaks clearly, listens)	5	4	3	2	1
9. Aptitude (ability/interest in learning new skills)	5	4	3	2	1
10. Job Knowledge (ability to use required equipment/technology)	5	4	3	2	1

**Part II: Specific Job Tasks:**

*Circle One for Each Task*

11.	5	4	3	2	1
12.	5	4	3	2	1
13.	5	4	3	2	1
14.	5	4	3	2	1
15.	5	4	3	2	1
16.	5	4	3	2	1
17.	5	4	3	2	1
18.	5	4	3	2	1
19.	5	4	3	2	1
20.	5	4	3	2	1

**Comments:**

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Name (Print): \_\_\_\_\_