

Alachua County Public Schools  
 Career and Technical Education

**Employee (Student) Performance Evaluation**

<i>Student Trainee</i>	<i>High School</i>
<i>Coordinator</i>	<i>Program/Course</i>
<i>Employer / Company</i>	<i>Address</i>
<i>Student Job Title</i>	
<i>Supervisor</i>	<i>Supervisor Phone</i>

**Part I: Employability Skills**

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:

**Evaluation:** **4** - Excellent, one of the best      **3** - Better than average      **2** - Average  
**1** - Poor      **0** - Unsatisfactory, unacceptable      **NA** - Not applicable

- \_\_\_ **APPEARANCE:** clean, well groomed
- \_\_\_ **COMMUNICATION:** uses correct English writing skills, speaks clearly, listens attentively
- \_\_\_ **ATTITUDE:** works well with others, shows enthusiasm, loyal to company, courteous to all
- \_\_\_ **PUNCTUALITY:** times tardy \_\_\_
- \_\_\_ **COOPERATION:** accepts criticism, respectful to supervisors, cares for working area, avoids rash decisions
- \_\_\_ **QUALITY OF WORK:** neat, accurate, follows instruction, meets work specifications

- \_\_\_ **QUANTITY OF WORK:** consistent in work productivity, shows initiative
- \_\_\_ **ATTENDANCE:** times absent \_\_\_
- \_\_\_ **RELIABILITY:** accepts responsibility, follows safety, security and/or sanitation procedures
- \_\_\_ **APTITUDE FOR JOB:** ability to learn job skills, interest in learning new skills
- \_\_\_ **JOB KNOWLEDGE:** ability to use equipment, materials, tools, etc.
- \_\_\_ **HUMAN RELATIONS:** ability to get along with others

**Additional Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Task:	Points

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature of Student Employee: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature of Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_