

Employer: Please assign a mark for each of the following categories which best describes the work completed for the past nine weeks. Please use a separate sheet for each student employed.

Students Name: _____ Date: _____

<p>Categories:</p> <p>1. Cooperation: _____ a. Gets along well with others, is friendly and helpful _____ b. Cooperates willingly; gets along with others _____ c. Usually gets along with others _____ d. Does not work well with others _____ e. Is antagonistic, pulls against rather than works with others.</p>	<p>Categories:</p> <p>7. Work Accomplished: _____ a. Is fast and efficient: Production is well above average _____ b. Works rapidly, output is average _____ c. Works with ordinary speed, work is generally satisfactory _____ d. Is lower than average _____ e. Is very slow, output is unsatisfactory</p>
<p>2. Initiative: _____ a. Is resourceful: looks for things to learn and do _____ b. Is fairly resourceful; does well by him/herself _____ c. Does routine work acceptably _____ d. Takes very little initiative, requires urging _____ e. Takes no initiative, has to be instructed repeatedly</p>	<p>8. Work Habits: _____ a. Is industrious, concentrates very well _____ b. Seldom wastes time, is reliable _____ c. Wastes time occasionally, is usually reliable _____ d. Frequently wastes time; needs close supervision _____ e. Habitually wastes time; has to be watched and prodded along</p>
<p>3. Courtesy: _____ a. Is <u>very</u> courteous and <u>very</u> considerate _____ b. Is considerate and courteous _____ c. Usually is polite and considerate of others _____ d. Is not particularly courteous in action or speech _____ e. Has been discourteous to the public and staff</p>	<p>9. Adaptability: _____ a. Learns quickly; is adept at meeting changing conditions _____ b. Adjusts readily _____ c. Makes necessary adjustments after considerable instruction _____ d. Is slow in grasping the ideas, has difficulty adapting to new situations. _____ e. Can't adjust to changing situations</p>
<p>4. Attitude towards constructive criticism: _____ a. Accepts criticism and improves greatly _____ b. Accepts criticism and improvement noted _____ c. Accepts criticism and tries to do better _____ d. Doesn't pay much attention to criticism _____ e. Doesn't profit by criticism, resents it.</p>	<p>10. Punctuality: _____ a. Never tardy except for unavoidable emergencies _____ b. Seldom tardy _____ c. Punctuality could be improved _____ d. Very often tardy _____ e. Too frequently tardy</p>
<p>5. Knowledge of Job: _____ a. Knows job well and shows desire to learn more _____ b. Understands work, needs little supervision _____ c. Has learned necessary routine, but needs supervision. _____ d. Pays little attention to learning job _____ e. Has not tried to learn</p>	<p>11. Personal Appearance: _____ a. Is excellent in appearance, looks very well all of the time _____ b. Is very good in appearance, looks neat most of the time _____ c. Is passable in appearance, but should make effort to improve _____ d. Often neglects appearance _____ e. Is extremely careless in appearance</p>
<p>6. Accuracy of Work: _____ a. Very seldom makes errors, does work of very good quality _____ b. Makes few errors, is careful, thorough and neat _____ c. Makes errors, shows average care, thoroughness and neatness _____ d. Is frequently inaccurate and careless _____ e. Is extremely careless</p>	<p>12. Attendance: _____ a. Never absent except for an unavoidable emergency _____ b. Dependable _____ c. Usually dependable _____ d. Not regular enough in attendance _____ e. Too frequently absent</p>

