



Crescent Heights High School

Off-Campus Education Program

Employer's Evaluation of Student



STUDENT _____

DATE _____

Company / Organization _____

Evaluated by _____

Report Period: First semester _____ Second Semester _____ Summer _____ Other _____

Employability Skill	Rating(see below)	Comments
1. Punctual for work	5 4 3 2 1 N/A	
2. Reliable- Can be depended upon	5 4 3 2 1 N/A	
3. Contacts Supervisor prior to being absent	5 4 3 2 1 N/A	
4. Provides reasonable notice prior to absence	5 4 3 2 1 N/A	
5. Demonstrates strong work ethic	5 4 3 2 1 N/A	
6. Listens well and follows instructions	5 4 3 2 1 N/A	
7. Demonstrates a positive and respectful attitude	5 4 3 2 1 N/A	
8. Works well with teammates	5 4 3 2 1 N/A	
9. Accepts advice and constructive criticism well	5 4 3 2 1 N/A	
10. Asks questions when necessary	5 4 3 2 1 N/A	
11. Suitable attire and hygiene for the job	5 4 3 2 1 N/A	
12. Verbal communication skills	5 4 3 2 1 N/A	
13. Demonstrates initiative	5 4 3 2 1 N/A	
14. Shows interest in learning new job skills	5 4 3 2 1 N/A	
15. Demonstrates personal safety (wears PPE as necc.)	5 4 3 2 1 N/A	
16. Maintains safe workplace environment	5 4 3 2 1 N/A	
17. Manages time well	5 4 3 2 1 N/A	
18. Stays focused on task(s) at hand	5 4 3 2 1 N/A	
19. Written Communication Skills (timesheets,etc)	5 4 3 2 1 N/A	
20. Work quality reflects best effort	5 4 3 2 1 N/A	
<i>Please add 3 skills below <u>specific</u> to student's job.</i>		
21.	5 4 3 2 1 N/A	
22.	5 4 3 2 1 N/A	
23.	5 4 3 2 1 N/A	

Additional Supervisor's comments:

Rating Scale Definitions

5 = Met All Work Requirements (Excellent)

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

Signatures:_____
Student_____
Workplace Supervisor_____
OCE Coordinator**Please ensure the student has had an opportunity to view and sign this document.***Form should be Faxed to Off-Campus Office at 403-528-6578 then given to student for drop-off at same**