

Student Name: _____

Career Practicum Performance Evaluation: Mid-Quarter Quarter Semester

Please use the following grading scale to rate the student employee on each area. (Circle One)

A = Excellent B = Good C = Fair/Satisfactory D = Poor/Needs Improvement F = Unsatisfactory

Attendance

A B C D F

(Daily attendance, promptness, notification in advance of absences via leave requests or telephone call)

Attitude

A B C D F

(Positive attitude about work, enthusiastic, seemed interested in learning)

Cooperation

A B C D F

(Following directions and requests from job supervisor, got along well with co-workers)

Initiative

A B C D F

(Identified new things to learn, came up with ways to be helpful, asked questions, volunteered to assist where appropriate, did what was needed without being asked)

Professional Conduct

A B C D F

(Wore appropriate attire, met dress code, acted responsibly, followed safety regs and performance expectations)

Skill acquisition

A B C D F

(Learning how to perform skills associated with job)

OVERALL GRADE

A B C D F

Please consider the overall performance of the student for this grading period only.

General Strengths

Areas Needing Improvement

Please review this evaluation with the student. Each of you should sign it and return it to the Career Practicum Coordinator.

Student _____

Date _____

Supervisor _____

Date _____