# Student Work-Based Learning Performance Evaluation Form

## Employee Information

Employee Name: Organization/Work Site:

Supervisor Name: Supervisor Job Title:

Rating Period Start: Rating Period End:

Use the following descriptions to rate each “Job Factor” below.

| **Rating** | **Description** |
| --- | --- |
| Outstanding | Consistently demonstrates exceptional performance |
| Exceeds Expectations | Consistently exceeds expectations |
| Meets Expectations | Consistently meets expectations |
| Needs Improvement | Consistently below expectations |
| Unsuccessful | Consistently demonstrates unacceptable performance |

| **Job Factor** | **Rating** |
| --- | --- |
| Job Knowledge/Skills* Demonstrates job knowledge and essential skills to perform assigned duties
* Seeks opportunities to enhance skills and job knowledge
* Asks pertinent and purposeful questions

Comments/Examples: | [ ]  Outstanding[ ]  Exceeds Expectations[ ]  Meets Expectations[ ]  Needs Improvement[ ]  Unsuccessful |
| Work Results* Work meets quality, quantity, and timeliness expectations as outlined in the training plan
* Demonstrates customer service skills
* Willing to learn

Comments/Examples: | [ ]  Outstanding[ ]  Exceeds Expectations[ ]  Meets Expectations[ ]  Needs Improvement[ ]  Unsuccessful |
| Communications* Communicates clearly and effectively
* Communicates information timely
* Communicates in a professional manner
* Listens to and follow directions
* Effectively participates in meetings and group/team settings

Comments/Examples: | [ ]  Outstanding[ ]  Exceeds Expectations[ ]  Meets Expectations[ ]  Needs Improvement[ ]  Unsuccessful |
| Interpersonal Relations* Interacts with others in a respectful, cooperative, and positive manner
* Avoids disruptive behavior and maintains professionalism
* Deals with conflict and frustration appropriately
* Accepts constructive criticism and feedback

Comments/Examples: | [ ]  Outstanding[ ]  Exceeds Expectations[ ]  Meets Expectations[ ]  Needs Improvement[ ]  Unsuccessful |
| Initiative/Problem Solving* Sets appropriate priorities/goals
* Breaks down complex tasks/problems into manageable pieces
* Shows initiative in identifying and addressing problems
* Develops, and contributes ideas and solutions
* Utilizes existing resources to problem solve before elevating the issue
* Follows through with problem resolution

Comments/Examples: | [ ]  Outstanding[ ]  Exceeds Expectations[ ]  Meets Expectations[ ]  Needs Improvement[ ]  Unsuccessful |
| Equal Employment Opportunity* Treats others equitably and with respect
* Adheres to EEO and harassment workplace policies
* Promotes diversity and an inclusive workplace

Comments/Examples: | [ ]  Outstanding[ ]  Exceeds Expectations[ ]  Meets Expectations[ ]  Needs Improvement[ ]  Unsuccessful |
| Work Habits* Demonstrates effective time management
* Demonstrates a positive attitude
* Demonstrates a willingness to help, learn, and share
* Performs duties in an ethical manner, demonstrates integrity

Comments/Examples: | [ ]  Outstanding[ ]  Exceeds Expectations[ ]  Meets Expectations[ ]  Needs Improvement[ ]  Unsuccessful |
| Attendance/Punctuality* Arrives to, and departs from, work as scheduled and on-time
* Communicates time off in advance
* Does not take excessive time off
* Uses breaks appropriately

Comments/Examples: | [ ]  Outstanding[ ]  Exceeds Expectations[ ]  Meets Expectations[ ]  Needs Improvement[ ]  Unsuccessful |
| Safety/Work Environment* Follow appropriate safety and health rules
* Uses tools and equipment safely
* Maintains a clean and orderly work area
* Performs work in a safe manner
* Reports safety concerns immediately

Comments/Examples: | [ ]  Outstanding[ ]  Exceeds Expectations[ ]  Meets Expectations[ ]  Needs Improvement[ ]  Unsuccessful |
| Overall RatingComments: | [ ]  Outstanding[ ]  Exceeds Expectations[ ]  Meets Expectations[ ]  Needs Improvement[ ]  Unsuccessful |

## Approvals/Acknowledgements

|  |  |  |
| --- | --- | --- |
| **Supervisor’s Name** | **Supervisor’s Signature** | **Date** |
|  |  |  |

|  |
| --- |
| **Rater’s Comments:** |
|  |

|  |  |  |
| --- | --- | --- |
| **Employee’s Name** | **Employee’s Signature** | **Date** |
|  |  |  |

|  |
| --- |
| **Employee’s Comments:** |
|  |

After completion of this evaluation, the supervisor should discuss this evaluation with the student and provide a copy of the signed form to the student for their records and to the school, if requested.