# 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 Rating  Comments: | Outstanding  Exceeds Expectations  Meets Expectations  Needs Improvement  Unsuccessful |

## Approvals/Acknowledgements

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| --- | --- | --- |
| **Supervisor’s Name** | **Supervisor’s Signature** | **Date** |
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| **Rater’s Comments:** |
|  |

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

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