Training Site Supervisor Evaluation of Student

Student's name: _____

School name: _____

Worksite/Employer name: _____

Site Job title: _____

Dates of internship/job: _____ to _____

Ability to Follow Instructions

- ☐ Uses initiative in interpreting and following directions
- ☐ Usually follows instructions with no difficulty
- ☐ Follows instructions with some difficulty
- ☐ Needs repeated detailed instructions

Attitude toward Work

- ☐ Takes a keen interest in the training and takes initiative to learn
- ☐ Shows interest in training and has a desire to learn
- ☐ Has some interest in the training
- ☐ Shows little interest or enthusiasm

Human Relations

- ☐ Poised, tactful and courteous when dealing with all people
- ☐ Usually poised, courteous and tactful when dealing with people
- ☐ Tried to please people
- ☐ Sometimes fails in obligations even under careful supervision

Attendance and Punctuality

- ☐ Never absent or late without good cause
- ☐ Seldom absent or late without good cause
- ☐ Occasionally absent or late
- ☐ Frequently absent or late

Cooperation

- ☐ Always cooperates eagerly and cheerfully
- ☐ Usually cooperates eagerly and cheerfully
- ☐ Cooperates willingly when asked
- ☐ Cooperates reluctantly

Quality of Work

- ☐ Has the ability to neatly and accurately work that consistently exceeds expectations
- ☐ Does more than the required amount of neat, accurate work
- ☐ Does the normal amount of acceptable work
- ☐ Does less than the required amount of satisfactory work

Work Area

- ☐ Keeps work area outstandingly neat and efficiently organized
- ☐ Takes pride in appearance and arrangement f work areas
- ☐ Follows good housekeeping rules
- ☐ Allows work area to become disorganized and untidy

Personal appearance

- ☐ Exceptionally neat and appropriately dressed
- ☐ Neat and appropriately dressed
- ☐ Satisfactory in appearance and dress
- ☐ Sometimes neglectful of appearance and dress

Dependability

- ☐ Meets all obligations without supervision
- ☐ Meets obligations with very little supervision
- ☐ Meets obligations under careful supervision
- ☐ Sometimes fails in obligations even under careful supervision

Observance of Rules

- ☐ Always observes company rules
- ☐ Seldom disregards company rules
- ☐ Observes most of the company rules

- ☐ Frequently neglects company rules

Job Skills

- ☐ Possesses and uses the essential skills and related information
- ☐ Has an above-average command of the essential skills and related information
- ☐ Has an acceptable command of the skills and related information
- ☐ Lacks the essential skills and related information

Please list the specific skill areas in which the student needs to improve: _____

_____

_____

Overall Evaluation of Student

- ☐ Outstanding
- ☐ Above Average
- ☐ Average
- ☐ Needs Improvement
- ☐ Unsatisfactory

Please add any comments you wish to make: _____

_____

_____

_____ _____

Signature of rater/title **Date**

_____ _____

Signature of EGUSD instructor **Assigned grade**