FINAL Evaluation Form for student:_____

Instructions: Record and average evaluator scores below. A student must earn an average of 8 or higher to earn a work ethic certificate along with meeting requirements on page 2.

Employer (work) Expectations	Evaluator 1 score	Evaluator 2 score	Evaluator 3 score	Evaluator 4 score	Average score
1. Show a positive attitude					
2. Work well with others					
3. Be honest and have integrity					
4. Arrive to work on time					
5. Follow directions					
6. Recognize problems and find solutions					
7. Apply good listening skills					
8. Manage time effectively					
9. Maintain a safe work environment					
10. Respect diversity and exercise tolerance					

For more information, contact:
The Center of Workforce Innovations
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In addition to being evaluated on the work expectations, each student must achieve the following as defined by their school:

Additional Requirements	Achieved Regional Y/N	Achieved Governor's Y/N
Attendance - minimum of **95%** for **regional** **98%** for **Governor's** (seniors only)		
Discipline - no more than 1 disciplinary referral		
Community Service - minimum of 6 hours for 2022-23		
GPA - **2.0** (Governor's only)		

I certify that _____(student name) has completed all the requirements to earn a Work Ethic Certificate issued by the Northwest Indiana Workforce Board and the Northwest Indiana Youth Employment Council. (Regional Work Ethic Certificate)

The Governor's Work Ethic Certificate is aligned with the standards of the Regional Work Ethic Certificate. I certify that _____ (student name) has achieved the additional requirements of 98% attendance rate and GPA of 2.0 and has earned the Governor's Work Ethic Certificate issued by the State of Indiana.

Administrator/designee name:_____ Date:_____

Administrator/designee signature:_____

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