

# Peach County High School's General Employment Traits

## Student Progress Report

Student: \_\_\_\_\_ Employer: \_\_\_\_\_ SCORE: \_\_\_\_\_/100

Current Date: \_\_\_\_\_ Due Date: \_\_\_\_\_

Directions: Please evaluate the student-employee as fairly as possible as compared with workers with the same experience. Circle the number or range for each statement that most accurately reflects the student's performance in that category.

| Category   | Excellent | Above Average | Average | Below Average | Unsatisfactory |
|--|-----------|---------------|---------|---------------|----------------|
| Produces quality work                                | 10        | 9 8 7         | 6 5 4   | 3 2 1         | 0              |
| Reports to work promptly when scheduled              | 10        | 9 8 7         | 6 5 4   | 3 2 1         | 0              |
| Uses time wisely                                     | 10        | 9 8 7         | 6 5 4   | 3 2 1         | 0              |
| Demonstrates honesty and integrity                   | 10        | 9 8 7         | 6 5 4   | 3 2 1         | 0              |
| Demonstrates responsible behavior                    | 10        | 9 8 7         | 6 5 4   | 3 2 1         | 0              |
| Cooperates with others                               | 10        | 9 8 7         | 6 5 4   | 3 2 1         | 0              |
| Responds to feedback constructively                  | 10        | 9 8 7         | 6 5 4   | 3 2 1         | 0              |
| Uses/maintains materials and equipment appropriately | 10        | 9 8 7         | 6 5 4   | 3 2 1         | 0              |
| Follows company policies                             | 10        | 9 8 7         | 6 5 4   | 3 2 1         | 0              |
| Maintains appropriate personal appearance            | 10        | 9 8 7         | 6 5 4   | 3 2 1         | 0              |

Supervisor Comments: \_\_\_\_\_

Training Supervisor Signature: \_\_\_\_\_

WBL/YAP Coordinator Signature: \_\_\_\_\_

Discussion with student held on: \_\_\_\_\_ Student Signature: \_\_\_\_\_