

**Work Study Program  
On-The-Job Performance Evaluation**

**Student Worker** \_\_\_\_\_ **Please Return By** \_\_\_\_\_

**Worksite & Supervisor** \_\_\_\_\_ **Period Covered By Eval.** \_\_\_\_\_

★ **Return to Work Study Teacher** ★

**Rating Scale**

**5 - Always** demonstrates employment skill

**4 - Often** demonstrates employment skill

**3 - Sometimes** demonstrates employment skill

**2 - Occasionally** demonstrates employment skill

**1 - Rarely or never** demonstrates employment skill

**N/A - Not Applicable**

| Rating | Employment Skill                                                            | Comments |
|--------|-----------------------------------------------------------------------------|----------|
| _____  | <b>1. Punctuality</b>                                                       |          |
| _____  | Student is on time for work.                                                |          |
| _____  | Student returns from breaks on time.                                        |          |
| _____  | <b>2. Attendance</b>                                                        |          |
| _____  | Student works when scheduled.                                               |          |
| _____  | Student works the full time scheduled.                                      |          |
| _____  | Student notifies you in advance if schedule change is needed. _____         |          |
| _____  | <b>3. Appearance</b>                                                        |          |
| _____  | Student's hygiene and grooming is acceptable.                               |          |
| _____  | Student is dressed appropriately.                                           |          |
| _____  | <b>4. Following Directions</b>                                              |          |
| _____  | Student follows directions correctly.                                       |          |
| _____  | Student asks questions when necessary.                                      |          |
| _____  | <b>5. Work Quality/Quantity</b>                                             |          |
| _____  | Student corrects own mistakes.                                              |          |
| _____  | Student takes proper care of equipment/materials.                           |          |
| _____  | Student completes job tasks.                                                |          |
| _____  | Student's quality of work is acceptable.                                    |          |
| _____  | Student's work speed is acceptable. _____                                   |          |
| _____  | <b>6. Supervision</b>                                                       |          |
| _____  | Student works without constant supervision.                                 |          |
| _____  | Student accepts redirection or constructive criticism.                      |          |
| _____  | <b>7. Initiative</b>                                                        |          |
| _____  | Student performs tasks without being told.                                  |          |
| _____  | Student asks for additional work when assigned tasks are completed. _____   |          |
| _____  | <b>8. Social/Interpersonal Skills</b>                                       |          |
| _____  | Student shows a positive attitude.                                          |          |
| _____  | Student demonstrates appropriate behavior with customers and/or co-workers. |          |

List other positive employability skills the student has shown. \_\_\_\_\_

List other barriers to employment the student has shown. \_\_\_\_\_

Would you hire this student? \_\_\_\_\_

★ **If possible, please review this evaluation with your student worker and then sign and date prior to returning.**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Signature**