***Appendix R***

**Peace River High School **

**10001-91 Ave, Peace River, AB, T8S 1Z5**

**780-624-4221**

**GUIDELINES**

**FOR**

WORK EXPERIENCE EMPLOYERS

EVALUATING STUDENT EMPLOYEES

* The employer’s evaluation of the student’s on-the-job performance is a major component (70%) of the mark that is assigned to the student.
* Employers are asked to rate the student’s performance on the attached form.
* When rating the student, we would suggest that he or she be considered a beginning employee and be evaluated as such.

5 Excellent 2 Needs Improvement

4 Very Good 1 Unsatisfactory

3 Satisfactory N/A Not Applicable

* + - **Recommended** – the Supervisor discuss the student’s evaluation with him/her at the end of the assignment. Having the employer discuss the evaluation with the student gives the student a better understanding of the qualities that an employer considers most important and to what extent they possess those qualities. Students are then able to do something about improving their work habits and skills.
    - On a scale of zero to one hundred percent, with fifty percent being the pass mark, how would you rate this student? Please feel free to recommend a percentage grade

***Appendix R***

**EMPLOYER EVALUATION OF STUDENT**

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please rate the student by circling the number that best describes the student’s performance.**

**RATING SCALE**: 5 Excellent 2 Needs Improvement

4 Very Good 1 Unsatisfactory

3 Satisfactory N/A Not Applicable

|  |  |
| --- | --- |
| **PUNCTUALITY AND ATTENDANCE** | **RATING** |
| * Punctuality | 5 4 3 2 1 N/A |
| * Attendance | 5 4 3 2 1 N/A |

|  |  |
| --- | --- |
| **PERSONAL QUALITIES AND WORK HABITS** | **RATING** |
| * Cooperativeness—ability to work with others | 5 4 3 2 1 N/A |
| * Adaptability—ability to adapt to new tasks or situations | 5 4 3 2 1 N/A |
| * Willingness to accept suggestions for improvement | 5 4 3 2 1 N/A |
| * Practises self-control | 5 4 3 2 1 N/A |
| * Reliability—completes tasks on time, can be depended upon | 5 4 3 2 1 N/A |
| * Initiative—eager to learn, seeks additional work | 5 4 3 2 1 N/A |
| * Demonstrates interest and enthusiasm for job | 5 4 3 2 1 N/A |
| * General grooming and appearance | 5 4 3 2 1 N/A |

|  |  |
| --- | --- |
| **EXECUTION OF WORK DUTIES RATING** | **RATING** |
| * Ability to learn and complete tasks outlined | 5 4 3 2 1 N/A |
| * Tools and equipment used in an effective and safe manner | 5 4 3 2 1 N/A |
| * Neatness of work | 5 4 3 2 1 N/A |
| * Speed of work completion | 5 4 3 2 1 N/A |
| * Application to job—works consistently and conscientiously | 5 4 3 2 1 N/A |

(continued)

***Appendix R***

**OTHER INFORMATION**

1. Student’s strong points (outstanding traits, talents or abilities not cited elsewhere):
2. Recommendations for improvement:
3. Other comments:

⚫ ⚫ ⚫ ⚫ ⚫ ⚫ ⚫

Rated By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rater’s Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization/Business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLEASE FAX COMPLETED EVALUATION TO:**

**James Pobuda AT 780-624-4048**