

École Paul Kane High School

12 Cunningham Road, St. Albert, AB, T8N 2E9 Phone: 780-459-4405 Fax: 780-459-0187

Off Campus Education Program Student Rating Form

Student _____ Station _____ Date _____

Instructions: Read each item carefully and rate the student on each of the qualifications listed below, according to the scale, by circling the number that best describes the student's standing. Evaluate each qualification independent of any other and on its own merit. Base your evaluation on the total time spent thus far at the work station. You may feel that some items are not applicable to this particular job. If so, please put N/A by those items.

10 - Superior Effort 9 - Excellent Effort 8 - Very Good Effort 6 - Average Effort 5 - Minimum Effort
4 - Below Average Effort 3 - Unacceptable Effort 2 - No Effort

Work Attitude:

1. Co-operation	- ability to work together with people.	10	9	8	7	6	5	4	3	2
2. Manners	- courtesy, respect, honesty shown.	10	9	8	7	6	5	4	3	2
3. Interest	- eagerness to learn.	10	9	8	7	6	5	4	3	2
4. Initiative	- personal application to assigned work.	10	9	8	7	6	5	4	3	2
5. Self control	- reaction to advice and constructive criticism.	10	9	8	7	6	5	4	3	2
	- willingness to follow directions.	10	9	8	7	6	5	4	3	2

Personal Qualities:

1. Appearance	- neatness and personal care.	10	9	8	7	6	5	4	3	2
	- suitable attire for the job.	10	9	8	7	6	5	4	3	2
2. Characteristics	- aggressiveness, imaginative, enthusiastic about job.	10	9	8	7	6	5	4	3	2
	- good judgment.	10	9	8	7	6	5	4	3	2
	- mental alertness.	10	9	8	7	6	5	4	3	2

Work Performance:

1. Job Knowledge	- knowledge and understanding shown in work.	10	9	8	7	6	5	4	3	2
2. Communication	- ability in oral communication.	10	9	8	7	6	5	4	3	2
	- ability in written communication.	10	9	8	7	6	5	4	3	2
	- knowledge of vocabulary related to the job.	10	9	8	7	6	5	4	3	2
3. Dependability	- completion of the job without constant supervision.	10	9	8	7	6	5	4	3	2
4. Adaptability	- capacity to adjust to new problems and situations.	10	9	8	7	6	5	4	3	2
5. Production	- quality of work meeting supervisor's standards.	10	9	8	7	6	5	4	3	2
	- quantity of work, output.	10	9	8	7	6	5	4	3	2
6. Vocational skills	- proper use of tools and equipment.	10	9	8	7	6	5	4	3	2
	- correct selection and care of materials and supplies.	10	9	8	7	6	5	4	3	2
	- safety habits in minimizing chance of accidents.	10	9	8	7	6	5	4	3	2
7. Reliability	- attendance, regularity of reporting to work.	10	9	8	7	6	5	4	3	2
	- punctuality, reporting for work on time.	10	9	8	7	6	5	4	3	2
	- ability to follow directions.	10	9	8	7	6	5	4	3	2

Signature of Evaluator _____