

«Home_SCH» Employers Report to the Career Prep Coordinator

Trainee: «First_Name» «Last_Name»

Previous Grade Earned: NA

Employer: «Employer»

Date: [Employment Grading Period]

MP1

Please complete the evaluation sheet on the above named trainee. A composite from this form will be converted to a grade in the «Program» program for the trainee. Place a check mark by each characteristic that best describes your trainee and return in the included envelope by [DATE].

Accuracy of work

- Is very accurate
- Is careful
- Is fairly accurate
- Makes errors
- Is careless

Attitude towards fellow workers

- Well liked, cooperative
- Good
- Acceptable
- Uncooperative
- Does not get along

Speed

- Very fast
- Fast
- Ordinary
- Slow
- Very slow

Attitude towards superiors

- Very respectful, helpful
- Good
- Acceptable
- Does not cooperate
- Disrespectful

Use of working time

- Very busy
- Busy
- Acceptable
- Wastes time with others
- Very Wasteful

Personal appearance, cleanliness

- Exceptionally pleasing
- Good
- Average
- Untidy
- Slovenly and dirty

Handles responsibility

- Seeks and handles well
- Likes it
- Acceptable
- Avoids responsibility
- Refuses to accept

Attitude towards safety & confidentiality

- Always complies
- Better than average
- Average
- Careless
- Seldom complies

Initiative and enthusiasm

- Very evident
- Better than average
- Average
- Very little
- Doesn't exhibit any

Improvement of job

- Exceptional
- Above average
- Average
- Little
- None

Attendance

- Never tardy or absent
- Seldom off
- Off occasionally
- Often off
- Off a great deal

Handling of equipment or property

- Very careful
- Careful
- Acceptable
- Careless
- Destructive

Additional Comments:

Signature of Evaluator