



Work Experience First Visit Evaluation

Student: _____

Date: _____

Supervisor: _____

Worksite: _____

What skills has the student been required to learn & improve during the Work Experience placement? Rate his/her performance for each section below.

RATING SCALE:

- 5** = Exceeded requirements
- 4** = Met all job requirements (Good employee)
- 3** = Met minimum job requirements (Satisfactory employee)
- 2** = Did not meet job requirements in some areas.
- 1** = Unsatisfactory work placement

WORK SKILLS - Only use necessary spaces	Rating
a)	
b)	
c)	
d)	
e)	
f)	
g)	
h)	
i)	
j)	
k)	
l)	

Work Performance	Rating	Comments
Accepts responsibility for work & learning		
Readily learns new skills (flexible/adaptable)		
Asks questions when necessary		
Demonstrates accuracy, quality & suitable work speed		
Stays usefully occupied while at work		
Attentive to safe work practices		
Communicates effectively		
Follows verbal & written instructions well		

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- 1 = Unsatisfactory work placement
- N/A = Not applicable

Work Habits & Attitudes	Rating	Comments
Observes work hours and policies regarding absences and lates		
Demonstrates initiative & self motivation		
Appears eager to learn and refine skills		
Accepts both praise and criticism		
Uses correct techniques		
Shows a good work ethic		
Perseveres at all tasks without complaint		
Demonstrates knowledge of use and care of materials and equipment		
Demonstrates appropriate dress and hygiene for the work site		

Interpersonal Skills	Rating	Comments
Gets along well with co-workers		
Works well with the public		
Shows a positive attitude		
Works well as a team (willing to help)		
Reacts appropriately to uncertainty		

Has the student shown to the employer/supervisor that learning and growth has taken place on this job? Please explain:

Supervisor's position in the company: _____

Supervisor's signature: _____

Work experience supervisor: _____