**Carlisle Center for Careers & Technology**

**Cooperative Education**

**Student Performance Evaluation**

**Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please circle the appropriate block Marking Period: 1 2 3 4**

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|  | **A-10 pts.** | **B – 9 pts.** | **C- 8 pts.** | **D - 7 pts.** | **F – 5 pts.** |
| **Characteristic** | **Excellent Achievement** | **Proficient Achievement** | **Acceptable Achievement** | **Less than Acceptable Achievement** | **Unacceptable** |
| **Personality**   * Appearance * Courtesy * Friendliness | Consistently inspires confidence | Well-liked and respected | Usually gets along with others | Seldom earns respect from others | Creates antagonism |
| **INITIATIVE**   * Ingenuity * Self-reliance * Ambition | Consistent self-starter | Often keeps self-occupied | Goes ahead on routine matters | Seldom goes ahead on routine matters | Never finds anything extra to do |
| **Communication**   * Listens to and follows directions * Keeps supervisor informed | Consistently follows directions without need for clarification and supervision | Often follows directions without need of clarification and supervision | Generally follows directions without need of clarification and supervision | Seldom follows directions without need of clarification and supervision | Never follows directions without need of clarification and supervision |
| **Responsibility**   * Accepts Assignments * Follows policies | Consistently responsible | Responsible in most instances | Responsible in some instances | Not often responsible | Consistently irresponsible |
| **Work Attitude**   * Has a good attitude toward his/her work | Always likes the work and is energetic | Likes the work and is energetic | Normally likes the work | Seldom likes the work | Never likes the work |
| **Quality of Work**   * Accuracy & Neatness | Consistently superior | Sometimes superior | Consistently satisfactory | Often not acceptable | Consistently unsatisfactory |
| **Quantity of Work**   * Productivity * Time on Task | Consistently exceeds requirements | Often exceeds requirements | Meets requirements | Often below requirements | Consistently below requirements |
| **Safety**   * Personal Equipment * Respect for Self & Others | Consistently superior safety awareness | Adequate safety awareness | Occasionally lacks safety awareness | Often lacks safety awareness | Consistently unaware of safety |
| **Attendance**   * Punctuality- can be relied on to be at work on time | Good attendance and always on time | Rarely absent or late | Occasionally absent or late | Frequently absent or late without good cause | Often absent or late-can’t be relied upon |
| **Housekeeping**   * Care of Equipment * Clean work area * Clean-up Responsibilities | Consistently superior housekeeping performance | Often exceeds housekeeping requirements | Adequately performs housekeeping requirements | Often fails to perform housekeeping requirements | Never performs housekeeping requirements |

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| **Total Points:**  Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Dates absent from work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Evaluated by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Employment Supervisor)  Reviewed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax #: 240-2062 Attention: Tracy Stritch  (Co-Op Coordinator) |