

Student Evaluation

Dependability	Good	Fair	Poor	Unacceptable	Comments
Arrives on Time					
Leaves on Time					
Calls in when Absent / Late					
Absences are for acceptable reasons					
Completes work in allotted time					
Follows through on tasks without direct supervision					
Able to find added work if needed					
Job Attitude	Good	Fair	Poor	Unacceptable	Comments
Cooperates with trainer					
After initial demonstration or instruction, requires little supervision					
Cooperates with coworkers					
Works without complaints					
Makes good use of working time					
Accepts criticism/correction in a positive manner					
Follows written directions					
Follows work rules					
Asks for extra work if needed					
Tolerates frustration of work task					
Job Effort	Good	Fair	Poor	Unacceptable	Comments
Begins job within 5 minutes of arrival					
Puts away supplies / equipment					
Able to complete task with demonstration					
Asks for help if needed					
Quality of work					
Checks work for quality					
Is physically able to complete the entire work task					
Accepts changes in work tasks					
Personal Traits	Good	Fair	Poor	Unacceptable	Comments
Appropriate work clothes					
Neat and Clean					
Odor free					
Grooming					
Rarely complains about illness/physical discomfort/tiredness					
Seldom distracted by noise/coworkers or other factors					
Work behavior is "normal" when compared to coworkers					
Interacts well with coworkers					
Socially appropriate with supervisor					
Works without interrupting coworkers					
Uses manners social amenities					
Uses socially appropriate behavior during breaks / lunches					

Personal Data Sheet

Name: _____

Date: _____

Personal Information

Social Security Number: _____

Present Address: _____

Phone Number: _____

Employment Desired

Position: _____

Date you can start: _____

Are you employed now? _____

Education

		<i>Years Attended</i>	<i>Date Graduated</i>
<i>Name & location of high school</i>			
<i>Name & location of college</i>			

Former Employers

(List your last three employers, starting with most recent)

<i>Month & Year</i>	<i>Name & Address of Employer</i>	<i>Salary</i>	<i>Position</i>	<i>Reason for Leaving</i>

Date: _____

Signature: _____