

Form 3

Employer Evaluation of Student Performance

Student Name:

Instructions (Read Carefully)

This rating sheet provides a practical method through which the ability of the individual can be judged with a reasonable degree of accuracy and uniformity. Indicate your opinion of this employee by placing a "X" on the phrase in the block which seems best to fit the employee. If you can't make up your mind between two phrases, place your "X" on both phrases.

- 1) Use your own independent judgement.
- 2) Disregard your general impression of the employee and concentrate on one factor at a time.
- 3) When rating an employee, call to mind instances that are typical of his/her work and way of acting. Do not be influenced by UNUSUAL SITUATIONS which are not typical.
- 4) Make your rating with the utmost care and thought. Be sure it represents a fair and square opinion. DO NOT ALLOW PERSONAL FEELING TO GOVERN YOUR RATING.
- 5) After you have rated the employee on all factors, write at the bottom of the sheet any additional information about the employee which you feel has not been covered by the rating report, but which is essential to a fair appraisal.

Knowledge of Work	Practically none	Below average	Acceptable knowledge	Somewhat above knowledge	Well informed	Extremely well informed
Effect of Workers	Often breeds trouble and dissatisfaction	Sometimes causes dissension	No outstanding effects of coworkers	Better than average	Promotes cooperation and good will	Outstanding for loyalty and cooperation
Promptness	Always tardy	Must be reminded occasionally	Usually prompt	Never late without good excuse	Almost never late	Always prompt
Responsibility	Careless and negligent	Not very reliable	Accepts responsibility when asked	Accepts responsibility w/o being told	Accepts responsibility above average	Exceptionally reliable
Accuracy	Is highly inaccurate	Is often inaccurate	Makes occasional errors	Somewhat above average	Rarely makes mistakes	Never makes mistakes
Quantity of Work	Amount of work unsatisfactory	Turns out just enough to get by	Turns out fair amount	Always finishes in allotted amount	Turns out more than average amount	Consistently outputs unusually large amount
Initiative	Must always be told what to do	Needs considerable supervision	Needs direction and help in some cases	Needs little supervision	Pushes work through on own initiative	Always finds extra work to do
Application	Indifferent and lazy	Tendency toward indifference	Average application	Interested and diligent	Puts extra effort into work	Works continuously and enthusiastically
Possibilities for Promotion	None	Lacks some necessary traits	Good enough for present job	Improving self through study	Has great future possibilities	Is promotable now
Ability to Handle Public	Difficult personality	Likely to antagonize people	Hesitant and diffident	Pleasant and courteous	Ingenious and tactful	Unusual personality and aptitude

Overall Rating: **Excellent** **Very Good** **Average** **Marginal** **Poor**

Has this evaluation been discussed with the student? **Yes** **No**

Additional Information:

Supervisor's Signature:

Date: