

Luke OverHill
 WORK EXPERIENCE EDUCATION PROGRAM
 EVALUATION REPORT FOR STUDENT TRAINEE

YourCity, CA 99999
 Phone: (555) 555-1212
 347 S. Central Ave

Employer (firm) United Parts and Wires

Address Suite 130-A
2010 Airport Way
Red Oaks, CA 99942

Student Steven Mou

Job Supervisor _____

Phone (555) 555-1213

Check the box from each line that best fits your trainee

QUARTER: 1 2 3 4

TRAIT	OUTSTANDING	GOOD	AVERAGE	NEEDS IMPROVEMENT	PROBLEM
FOLLOWING DIRECTIONS	Quick to learn	Learns well	Learns with instruction	Needs repeated telling	Does not understand
APPEARANCE	Always appropriate for the job	Clean and presentable	Presentable	Lack consistency	Careless, not suitable for job
ATTENDANCE	Always at work or prearranged absences	Usually dependable	Misses occasionally	Several absences	Frequent absences
ATTITUDE	Always enthusiastic and eager to do a good job	Cooperative & willing to learn	Generally cooperative	Somewhat indifferent	Uncooperative, shows little effort
COOPERATION	Works well with everyone	Gets along well	Compatible	Occasionally causes problems	Disrespectful/resentful
DEPENDABILITY	Never needs reminding and is conscientious	Dependable	Usually dependable	Usually needs reminding	Unreliable
INITIATIVE	Self-activated & Eagerly seek work	Carries out assignments	Works well with supervision	Needs to be told what to do	Needs constant supervision
PERSONALITY	Outgoing & friendly	Friendly	Responsive	Indifferent	Unfriendly
PUNCTUALITY	Always on time	Rarely late	Usually prompt	Often late	Habitually late
TASK PERFORMANCE	Efficient	Very good	Acceptable	Lacks consistency	Poor performance
SAFETY	Always safety conscious	Aware of safety	Acceptable	Often careless	Ignores rules

TRAINING AGREEMENT: The following skill goals were developed by you and the student. Indicate how the student has advanced toward each goal:

	OUT- STANDING	GOOD	AVERAGE	NEEDS TO IMPROVE	UNSATIS- FACTORY
1. _____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____

COMMENTS _____

OVERALL EVALUATION:

OUTSTANDING GOOD AVERAGE NEEDS TO IMPROVE UNSATISFACTORY

Since the last evaluation, he/she has: Improved Remained the same Become lax

Date: _____ Title: _____ Signature: _____