

**NE METRO A.L.P.
WORK EXPERIENCE PROGRAM
Employer Evaluation of Trainee**

Qrt: 1 2 3 4
Yr: _____

Name of student: _____ Employer: _____

TO THE EMPLOYER: It will be of great help to the work program in planning for this student-worker if you will complete this evaluation for the upcoming grading period. On each line please place a mark over the phrase which best describes this worker most of the time. If you think the individual is about half way between two descriptions, make your mark about half way between them on that line. Any additional comments you wish to make will be most helpful. Thank you.

1. Ability to follow instructions	Seems unable to follow instructions	Needs repeated detailed instructions	Follows most instructions with little difficulty	Follows instructions with no difficulty	Uses initiative in interpreting and following instructions
2. Ability to get along with people	Frequently rude and unfriendly-uncooperative	Sometimes lacks poise and understanding-seems indifferent	Usually gets along well with people	Usually poised, courteous, tactful in working with people	Usually tactful and understanding in dealing with all types of people
3. Attitude toward appearance of work station	Maintains careless, slovenly work station	Allows work station to become disorganized	Follows good housekeeping rules	Takes pride in appearance and arrangement of work station	Keeps work place outstandingly neat and efficiently organized
4. Cooperation	Uncooperative, antagonistic-hard to get along with	Cooperates reluctantly	Cooperates willingly when asked	Usually cooperates eagerly and cheerfully	Always cooperates eagerly and cheerfully
5. Industry	Always attempts to avoid work	Sometimes attempts to avoid work	Does assigned job willingly	Does more than assigned job willingly if given directions	Shows originality and resourcefulness in going beyond assigned job without continual direction
6. Quality of work	Does almost no acceptable work	Does less than required amount of satisfactory work	Does normal amount of acceptable work	Does more than required amount of neat, accurate work	Shows special aptitude for doing neat, accurate work beyond the required amount
7. Dependability	Unreliable, even under careful supervision	Sometimes fails in obligations even under careful supervision	Meets obligations under careful supervision	Meets obligations with very little supervision	Meets all obligations unflinchingly without supervision
8. Appearance	Slovenly and inappropriately groomed-disagreeable personality	Sometimes neglectful of appearance ineffective personality	Satisfactory appearance and personality	Neat and appropriately groomed pleasing personality	Exceptionally neat and appropriately groomed-outstanding personality
PROGRESS	Fails to do an adequate job	Lets down on the job somewhat	Maintains a constant level of performance	Shows considerable progress	Shows outstanding progress
OVER-ALL ESTIMATE OF STUDENT'S WORK	Poor	Below Average	Average	Above Average	Outstanding

COMMENTS: _____

Employer Signature

Date