



# MID-TERM STUDENT EVALUATION

Please rate the student on how he/she meets or exceeds the following criteria. Place N/A on the appropriate line if the skill is not applicable in your particular placement. The rating should be in line with what you would expect of entry level workers.

Student Name: \_\_\_\_\_ Please return by: \_\_\_\_\_

Organization's Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Teacher: \_\_\_\_\_

<b>FUNDAMENTAL SKILLS</b>	<b>Level 4 Outstanding</b>	<b>Level 3 High</b>	<b>Level 2 Moderate</b>	<b>Level 1 Passable</b>	<b>Insufficient Achievement</b>
<u>Communicating:</u> 1. Speaks clearly 2. Listens well to instructions 3. Reads, comprehends and interprets well 4. Writes effectively 5. Asks questions for clarification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Thinking and Solving Problems:</u> 1. Thinks critically and acts logically 2. Uses creativity and innovation in exploring possible solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Learning:</u> 1. Shows a willingness to learn 2. Shows a curiosity about new knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____					<b>Rating</b>  <b>/ 10</b>
<b>Please provide a rating out of 10</b>					

<b>TEAM WORK SKILLS</b>	<b>Level 4 Outstanding</b>	<b>Level 3 High</b>	<b>Level 2 Moderate</b>	<b>Level 1 Passable</b>	<b>Insufficient Achievement</b>
<u>Working with Others:</u> 1. Works well with others 2. Respects the thoughts and opinions of others in group 3. Recognizes and respects people's diversity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____					<b>Rating</b>  <b>/ 10</b>
<b>Please provide a rating out of 10</b>					

<b>PERSONAL MANAGEMENT SKILLS</b>	<b><u>Level 4</u> Outstanding</b>	<b><u>Level 3</u> High</b>	<b><u>Level 2</u> Moderate</b>	<b><u>Level 1</u> Passable</b>	<b>Insufficient Achievement</b>
<u>Attitudes and Behaviours:</u> 1. Demonstrates excellent attendance and punctuality 2. Displays confidence and self-esteem 3. Displays honesty, integrity and personal ethics 4. Shows a positive attitude 5. Shows initiative 6. Takes care of personal appearance and hygiene	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Responsibility:</u> 1. Follows required attendance procedures 2. Accepts full responsibility for own actions 3. Sets goals and priorities balancing work and personal life	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Adaptability:</u> 1. Works independently or as part of a team 2. Carries out multiple tasks or projects 3. Learns from mistakes and accepts feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					<b>Rating</b>  <b>/10</b>
<b>Please provide a rating out of 10</b>					

<b>PRODUCTIVITY SKILLS</b>	<b><u>Level 4</u> Outstanding</b>	<b><u>Level 3</u> High</b>	<b><u>Level 2</u> Moderate</b>	<b><u>Level 1</u> Passable</b>	<b>Insufficient Achievement</b>
<u>Information Management:</u> 1. Produces work free from errors 2. Follows instructions in completing tasks 3. Shows perseverance in completing tasks 4. Produces work within assigned time 5. Uses technology, tools and information effectively 6. Demonstrates appropriate safe work practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					<b>Rating</b>  <b>/10</b>
<b>Please provide a rating out of 10</b>					

Supervisor's Signature

Date

Student's Signature

*This evaluation has been discussed with student:*

Yes  No