



FINAL 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: _____

FUNDAMENTAL SKILLS	Level 4 Outstanding	Level 3 High	Level 2 Moderate	Level 1 Passable	Insufficient Achievement
<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: _____					Rating / 10
Please provide a rating out of 10					

TEAM WORK SKILLS	Level 4 Outstanding	Level 3 High	Level 2 Moderate	Level 1 Passable	Insufficient Achievement
<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: _____					Rating / 10
Please provide a rating out of 10					

PERSONAL MANAGEMENT SKILLS	<u>Level 4</u> Outstanding	<u>Level 3</u> High	<u>Level 2</u> Moderate	<u>Level 1</u> Passable	Insufficient Achievement
<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:					Rating / 10
Please provide a rating out of 10					

PRODUCTIVITY SKILLS	<u>Level 4</u> Outstanding	<u>Level 3</u> High	<u>Level 2</u> Moderate	<u>Level 1</u> Passable	Insufficient Achievement
<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:					Rating / 10
Please provide a rating out of 10					

Supervisor's Signature

Date

Student's Signature

This evaluation has been discussed with student:

Yes No