

JORDAN SCHOOL DISTRICT WORK-BASED LEARNING



STUDENT EVALUATION

Student _____ Work Site _____

Date _____ Supervisor _____

Instruction: In each category, check the box that most closely describes the student's performance.

NEEDS DEVELOPMENT	COMPETENT	PROFICIENT	ADVANCED
1. Work Habits and Attitudes - Individual responsibility, initiative, enthusiasm, work ethic, adaptability, integrity and willingness to learn.			
Does just enough to get by. Seldom does anything to improve work performance.	Shows satisfactory initiative and motivation. Willing to learn when presented with the opportunity.	Diligent towards job. Often seeks to learn and improve performance. Takes pride in work.	Outstanding initiative and adaptability. Continually seeks better ways to do work. Makes significant contributions to job.
2. Interpersonal Effectiveness - Ability to get along with others, use courtesy, and contributes to a team.			
Occasionally reluctant to help. Often moody or tactless. Doesn't contribute to learning effectiveness.	Cooperative and courteous most of the time. Gets along well with others. Willing to support team effort.	Consistently courteous and helpful. Functions effectively as a member of the team.	Outstanding in contacts with people, even in difficult situations. Goes the "extra mile" in team efforts.
3. Technical Skills - Overall progress in developing skills and abilities in assigned tasks, given the student's training, experience and time in the program.			
Must be assigned only routine duties and coached or instructed regularly. Unable to develop more advanced skills.	Demonstrates acceptable ability in primary job duties after appropriate instruction. Develops some advanced skills.	Performs all routine tasks well, with some follow-up instruction, can develop a variety of relatively advanced skills.	Excellent development of all phases of job duties., Can readily become proficient at even the more advanced skills.
4. Quality of Work Accomplished - How accurate, neat, error free, and complete is the work?			
Occasionally careless. Makes recurrent errors. Needs checking and improvement.	Work meets quality standards. Completes routine assignments thoroughly and with a minimum of errors.	Very accurate, careful and neat. Seldom makes errors on routine assignments. Rarely fails to meet deadlines.	Consistently outstanding in quality. Accurate and neat on routine and complex assignments. Meets deadlines.
5. Thinking and Problem Solving Skills - The ability to learn, to reason, to think creatively, to make decisions, and to solve problems.			
Identifies and solves problems with help from supervisor.	Identifies and solves simple problems independently.	Explores options and considers several alternative solutions when solving problems.	Identifies potential problems and proposes preventive action.

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6. Dependability - Attendance, punctuality, conscientiousness, reliability in meeting commitments.			
Improvement needed. Occasionally late to work and/or returning from breaks or lunch. Marginally reliable.	No unexcused absences. Usually prompt for work and returning from breaks. Generally reliable.	Very good attendance and punctuality. Can be counted on to meet commitments.	Rarely absent. Always on time for work and returning from breaks. Extremely dependable.
7. Communication Competencies - Reading and comprehending, listening and understanding, speaking and writing clearly, and in accordance with accepted standards.			
Speech and listening difficulties lead to errors. Must be coached regularly and repeatedly on written products.	Listens and speaks in an appropriate manner. Written products contain an acceptable number of errors.	Skilled in all routine oral and written communications. Reports and/or forms contain few errors.	Highly skilled in speaking, listening and reading. Written products are clear, concise and nearly error free.
8. Appearance and Grooming - Meets with standards of decency and cleanliness.			
Appearance interferes with productivity. Repeated coaching concerning dress and cleanliness required.	Acceptable level of cleanliness but could improve in grooming and dress.	Appearance and dress is acceptable: clean, neat, and conforms to business standards.	Dress appropriate to work environment. Clean, well groomed, and concise in detail to self.

Comments: _____

 Work Site Supervisor Signature

 Date

For School use Only

I have read and discussed the contents of this report with the school supervisor.

I have discussed this report with the student and have clarified expectations for continued performance improvement.

 Student Signature

 Date

 School Supervisor Signature

 Date

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