



SPECIAL EDUCATION ASSOCIATION OF PEORIA COUNTY

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QUARTERLY EMPLOYEE EVALUATION FORM FOR WORK EXPERIENCE STUDENTS

Student: _____ Business: _____
School: _____ Supervisor: _____
Teacher: _____ Job Coach: _____
Date: _____

Instructions: The immediate supervisor will evaluate the student objectively, compared with other personnel assigned the same or similarly classified jobs.

***** First page to be completed by employer, second page to be completed by student worker and job coach.**

Attitude

- ☐ Outstanding in enthusiasm
- ☐ Very interested and eager
- ☐ Average in diligence and interest
- ☐ Somewhat indifferent
- ☐ Definitely not interested

Maturity – Poise

- ☐ Quite poised and confident
- ☐ Has good self-assurance
- ☐ Average maturity and poise
- ☐ Seldom asserts himself / herself
- ☐ Timid ☐ Brash

Quantity of Work

- ☐ Unusually high output
- ☐ More than average
- ☐ Average, normal amount
- ☐ Below average
- ☐ Low output, slow

Relations with Others

- ☐ Accepted exceptionally by others
- ☐ Works well with others
- ☐ Gets along satisfactorily
- ☐ Has difficulty working with others
- ☐ Works very poorly with others

Ability to Learn

- ☐ Has learned work exceptionally well
- ☐ Has learned work
- ☐ Average in understanding work
- ☐ Rather slow in learning
- ☐ Very slow in learning

Dependability

- ☐ Completely dependable
- ☐ Above average in dependability
- ☐ Usually dependable
- ☐ Sometimes neglectful or careless
- ☐ Unreliable

Initiative

- ☐ Proceeds well on his/her own
- ☐ Goes ahead independently at times
- ☐ Does all assigned work
- ☐ Hesitates
- ☐ Must be pushed frequently

Quality of Work

- ☐ Excellent
- ☐ Very Good
- ☐ Average
- ☐ Below Average
- ☐ Very Poor

Judgment

- ☐ Exceptionally mature in judgment
- ☐ Above average decision-making skills
- ☐ Usually makes the appropriate decision
- ☐ Often uses poor judgment
- ☐ Consistently uses poor judgment

Attendance: ☐ Regular ☐ Irregular **Punctuality:** ☐ Regular ☐ Irregular

Overall Performance: ☐ Outstanding ☐ Very Good ☐ Average ☐ Unsatisfactory

What strengths of the student have you seen displayed in the workplace?

Upon which areas, do you believe the student should work to improve?

What grade you would give the student for work done so far: (circle one)

A = Excellent B = Above Average C = Average

D = Below Average F = Poor; Failing

To Be Completed by Student Worker and Job Coach

Please grade the student on each of the skills listed below...

A = Excellent B = Above Average C = Average
D = Below Average F = Poor; Failing

SKILLS	Grade	
	Self	Job Coach
ATTENDANCE: Does the student come to work unless there is a reasonable excuse? Does the student make arrangements to miss work or call in before starting time?		
PUNCTUALITY: Does the student come to work on time and stay the full shift?		
COMPLETE ASSIGNED TASK: Does the student finish the assigned task or job before starting a new task or socializing with co-workers?		
DISPLAYS PROPER RESPECT: Is the student courteous and polite? Does the student treat you, co-workers, and customers in an accepted manner?		
UNDERSTANDS INSTRUCTIONS: Does the student demonstrate an understanding of your verbal and written instructions?		
FOLLOW INSTRUCTIONS: Once the student understands instructions, are the instructions carried out satisfactorily (consider quality of work, level of effort, and time taken to complete the task)?		
ACCEPTS REDIRECTION: If you inform the student of something that is being done incorrectly, does the student take it in stride and attempt to correct the error?		
SEEKS ADDITIONAL WORK: When finished with the assigned task, does the student ask what to do next or move on to another task rather than stand around watching others or waiting for another task?		
GETS ALONG WITH CO-WORKERS: Is the student friendly? Does the student fit into the group or situation?		
GENERAL APPEARANCE: Does the student have proper grooming habits? Does the student wear clothing appropriate to the job site?		
RULES OF THE JOB: Is the student aware of the regulations for the work site and job? Does the student obey these regulations?		
Overall Grade: A = Excellent B = Above Average C = Average D = Below Average F = Poor; Failing		

Job Coach:

What strengths of the student have you seen displayed in the workplace? _____

Upon which areas, do you believe the student should work to improve? _____

Student:

What strengths have you displayed in the workplace? _____

Upon which areas, do you believe you need to improve on in the workplace? _____

Date: _____ Student Signature: _____

Job Coach Signature: _____