|  |  |
| --- | --- |
|  **Student’s Name:** | **Date:** |
| **Student’s Role:** |
| **Employer’s Name:** | **Supervisor:** |

**Please rate each skill area with ONLY ONE number that best identifies the student’s current skill level. Please use N/A for not applicable.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***1******Fully Supported*** | ***2******With Support*** | ***3******With Minimum Support*** | ***4******Independently******Achieved*** | ***5******Above and Beyond*** |
| The student almost always:* needed 1 on 1 help in this area
 | The student sometimes:* did some of these
* needed reminders or re-teaching of skills
 | The student often: * did most of these without help but may have needed one or twosmall improvements
 | The student almost always:* did all of these
* used strategies (schedules, alarms, lists, etc.)
 | The student always:* went above and beyond in this area
* independently combined these skills with other skills
* showed leadership
 |

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| --- | --- | --- |
| **SKILL AREA (Items to consider when rating)** | **Rating** | **Comments** |
| **Punctuality and Attendance**[ ]  Arrived, left, and took breaks on time[ ]  Attended daily |  |  |
| **Accountability** [ ]  Called in when sick or late, and notified KPU and employer about any schedule changes[ ]  Told supervisors when arriving and leaving[ ]  Took responsibility for any actions and behaviours |  |  |
| **Attitude and Initiative** [ ]  Showed initiative[ ]  Showed a positive attitude[ ]  Accepted and applied feedback[ ]  Followed instructions / asked for more help if needed |  |  |
| **Work Habits** [ ]  Stayed focused on task / worked through distractions[ ]  Stayed in own work area / kept working when unsupervised[ ]  Kept work area organized / showed care with supplies, etc.[ ]  Followed site routines (e.g. used employee entrance, followed security procedures)[ ]  Worked as part of a team |  |  |
| **Productivity and Quality**[ ]  Worked steadily through each shift at the same pace as coworkers[ ]  Worked carefully, checked own work and fixed any mistakes |  |  |
| **Communication Skills:**[ ]  Treated all coworkers and supervisors with respect (e.g. was polite and honest)[ ]  Showed active listening skills[ ]  Took turns in conversations, stayed on topic, and spoke clearly[ ]  Respected personal space / privacy [ ]  Showed decision making and problem-solving skills (e.g. used a list to remember duties)[ ]  Stood up for / spoke up for them self, and said what they thought[ ]  Told people how they learn best and what help they needed[ ]  Helped customers |  |  |
| **Health, Safety, and Wellness**[ ]  Completed safety assignment[ ]  Stayed alert and aware of surroundings and hazards[ ]  Had good health habits (e.g. Ate healthy, exercised, etc.**)**[ ]  Followed dress code, was clean, washed, and wore name tag[ ]  Followed safety rules and plans (e.g. safety gear and equipment operation)[ ]  Managed feelings and had good ways to handle stress |  |  |

**WEEKLY GOALS:**

**1.**

**2.**

**3.**

**ADDITIONAL COMMENTS:**

|  |
| --- |
|  |
|  |

 Checklist completed by:

 Read by: Campus:

I understand that my comments may be used in the student’s evaluation report.