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| --- | --- | --- |
| **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:**

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Checklist completed by:

Read by: Campus:

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