

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 <i>Fully Supported</i> | 2 <i>With Support</i> | 3 <i>With Minimum Support</i> | 4 <i>Independently Achieved</i> | 5 <i>Above and Beyond</i> |
|--|---|---|---|--|
| <p>The student almost always:</p> <ul style="list-style-type: none"> needed 1 on 1 help in this area | <p>The student sometimes:</p> <ul style="list-style-type: none"> did some of these needed reminders or re-teaching of skills | <p>The student often:</p> <ul style="list-style-type: none"> did most of these without help but may have needed one or two small improvements | <p>The student almost always:</p> <ul style="list-style-type: none"> did all of these used strategies (schedules, alarms, lists, etc.) | <p>The student always:</p> <ul style="list-style-type: none"> went above and beyond in this area independently combined these skills with other skills showed leadership |

| SKILL AREA (Items to consider when rating) | Rating | Comments |
|---|--------|----------|
| <p>Punctuality and Attendance</p> <ul style="list-style-type: none"> <input type="checkbox"/> Arrived, left, and took breaks on time <input type="checkbox"/> Attended daily | | |
| <p>Accountability</p> <ul style="list-style-type: none"> <input type="checkbox"/> Called in when sick or late, and notified KPU and employer about any schedule changes <input type="checkbox"/> Told supervisors when arriving and leaving <input type="checkbox"/> Took responsibility for any actions and behaviours | | |
| <p>Attitude and Initiative</p> <ul style="list-style-type: none"> <input type="checkbox"/> Showed initiative <input type="checkbox"/> Showed a positive attitude <input type="checkbox"/> Accepted and applied feedback | | |

| | | |
|---|--|--|
| <input type="checkbox"/> Followed instructions / asked for more help if needed | | |
| Work Habits <input type="checkbox"/> Stayed focused on task / worked through distractions <input type="checkbox"/> Stayed in own work area / kept working when unsupervised <input type="checkbox"/> Kept work area organized / showed care with supplies, etc. <input type="checkbox"/> Followed site routines (e.g. used employee entrance, followed security procedures) <input type="checkbox"/> Worked as part of a team | | |
| Productivity and Quality <input type="checkbox"/> Worked steadily through each shift at the same pace as coworkers <input type="checkbox"/> Worked carefully, checked own work and fixed any mistakes | | |
| Communication Skills: <input type="checkbox"/> Treated all coworkers and supervisors with respect (e.g. was polite and honest) <input type="checkbox"/> Showed active listening skills <input type="checkbox"/> Took turns in conversations, stayed on topic, and spoke clearly <input type="checkbox"/> Respected personal space / privacy <input type="checkbox"/> Showed decision making and problem-solving skills (e.g. used a list to remember duties) <input type="checkbox"/> Stood up for / spoke up for them self, and said what they thought <input type="checkbox"/> Told people how they learn best and what help they needed <input type="checkbox"/> Helped customers | | |
| Health, Safety, and Wellness <input type="checkbox"/> Completed safety assignment <input type="checkbox"/> Stayed alert and aware of surroundings and hazards <input type="checkbox"/> Had good health habits (e.g. Ate healthy, exercised, etc.) <input type="checkbox"/> Followed dress code, was clean, washed, and wore name tag <input type="checkbox"/> Followed safety rules and plans (e.g. safety gear and equipment operation) <input type="checkbox"/> 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.