

**St. Lucie County Public Schools
Career and Technical Education
Employer's Evaluation of Student Trainee**

<hr/>	<hr/>	<hr/>	<hr/>			
Name of Student Trainee	High School	Teacher/Coordinator	Program Name			
<hr/>			1	2	3	4
Company Name	Student's Job Title	Training Supervisor	Grading Period			

DIRECTIONS: The purpose of this evaluation is to provide feedback necessary to improve the student trainee's on-the-job performance. This evaluation will be the primary factor in determining the final grade that will be recorded on the student's report card. Using the rating scale listed below, circle the appropriate number to the right of the characteristic or specific competency to indicate the level of job performance:

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|-------------------|-----------------------|----------------------|--|
| 4 = Excellent | 2 = Average | 0 = Unsatisfactory | |
| 3 = Above Average | 1 = Needs Improvement | N/A = Does not Apply | |

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|---|---|---|---|---|---|-----|
| 1. Appearance: clean, well groomed | 4 | 3 | 2 | 1 | 0 | N/A |
| 2. Communication: speaks clearly, listens attentively, uses correct English writing skills | 4 | 3 | 2 | 1 | 0 | N/A |
| 3. Attitude: works well with others, shows enthusiasm, loyal to company, courteous | 4 | 3 | 2 | 1 | 0 | N/A |
| 4. Attendance and Punctuality: maintains regular attendance and reports to work on time | 4 | 3 | 2 | 1 | 0 | N/A |
| 5. Cooperation: respectful to supervisors, gets along with other employees, works as a team member | 4 | 3 | 2 | 1 | 0 | N/A |
| 6. Quality of Work: neat, accurate, follows instructions, meets work specifications | 4 | 3 | 2 | 1 | 0 | N/A |
| 7. Quantity of Work: consistent in work productivity, shows initiative | 4 | 3 | 2 | 1 | 0 | N/A |
| 8. Job Knowledge: has good product knowledge, uses equipment, materials, tools, etc. correctly | 4 | 3 | 2 | 1 | 0 | N/A |
| 9. Reliability: accepts responsibility, follows safety, security, and/or sanitary procedures | 4 | 3 | 2 | 1 | 0 | N/A |
| 10. Aptitude for Job: ability to learn job skills, interested in learning | 4 | 3 | 2 | 1 | 0 | N/A |

SPECIFIC TRAINING TASKS:

- | | | | | | | |
|-----------|---|---|---|---|---|-----|
| 11. _____ | 4 | 3 | 2 | 1 | 0 | N/A |
| 12. _____ | 4 | 3 | 2 | 1 | 0 | N/A |
| 13. _____ | 4 | 3 | 2 | 1 | 0 | N/A |
| 14. _____ | 4 | 3 | 2 | 1 | 0 | N/A |
| 15. _____ | 4 | 3 | 2 | 1 | 0 | N/A |
| 16. _____ | 4 | 3 | 2 | 1 | 0 | N/A |
| 17. _____ | 4 | 3 | 2 | 1 | 0 | N/A |

Comments: _____

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Signature of Training Supervisor	Position	Date