

Evaluations

Employer:

Employer evaluations are prepared and sent out to employers twice per semester to assess student on-the-job performance. Employers rate students on specific work assignments, work ethic, ability, initiative, attendance, creativity, quality of work; dependability, use of time, cooperation, job skills and exhibited personality traits.

School Coordinators distribute evaluation forms directly to the student about two weeks before each grading period of the semester (specific date posted on student calendar). Students are responsible for delivering this form to the employer. Once the employer has completed the evaluation form provided, we ask that each employer review the criteria and rating directly with the student. Students should bring the signed and dated document back to the school coordinator.

On-site Company Evaluation:

Some companies/businesses may elect to include student workers in their in-house employee evaluation or review. In this case we ask that the student provide the coordinator with a copy of this evaluation to include in the students' file along with program evaluations.

Evaluation Rubric:

Each evaluation form is designed to highlight specific skills and work ethic. Evaluations are weighted per grading rubric as 33% of the total semester grade. See rubric below:

Employer Evaluations 100 Points	
◇	Returned to coordinator on or before due date – 3 pts
◇	Returned with appropriate signatures – 2 pts
◇	Returned with a <i>Plan for Improvement</i> (student) – 5 pts
◇	Employer/evaluator response – 80 -100 pts (possible + additional 15 pts)