



Employer Evaluation Report

Student Name: _____ **Program:** _____

Employer: _____ **Off-Campus Teacher:** _____

Course: _____

5	Excellent	4	Above Average	3	Average	2	Needs Improvement	N/A	Not Applicable
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Communication		Level				
A	Listens with care and focused attention	5	4	3	2	N/A
B	Follows directions	5	4	3	2	N/A
C	Communicates ideas clearly and appropriately.	5	4	3	2	N/A
D	Accepts advice and constructive criticism	5	4	3	2	N/A
E	Submits completed timesheets in a timely manner	5	4	3	2	N/A
Teamwork		Level				
A	Demonstrates respect for the rights and responsibilities of the employer	5	4	3	2	N/A
B	Demonstrates respect for the rights and responsibilities of fellow employees	5	4	3	2	N/A
C	Demonstrates a positive work ethic	5	4	3	2	N/A
D	Works well with others	5	4	3	2	N/A
Workplace Skills		Level				
A	Understands the goals and priorities of the company	5	4	3	2	N/A
B	Demonstrates the importance of customer service	5	4	3	2	N/A
C	Demonstrates integrity, responsibility and trustworthiness	5	4	3	2	N/A
D	Uses time effectively	5	4	3	2	N/A
E	Uses appropriate tools, equipment and materials	5	4	3	2	N/A
F	Uses technology effectively (e.g. Computer, voice mail, fax, etc.)	5	4	3	2	N/A
G	Demonstrates initiative	5	4	3	2	N/A
H	Flexible and adapts to change	5	4	3	2	N/A
I	Maintains composure	5	4	3	2	N/A
J	Attendance	5	4	3	2	N/A
K	Punctuality	5	4	3	2	N/A
L	Works well independently	5	4	3	2	N/A
Health and Safety		Level				
A	Exhibits appropriate grooming and clothing for the workplace	5	4	3	2	N/A
B	Follows safe work practices and procedures	5	4	3	2	N/A
C	Understands handling of hazardous materials where appropriate	5	4	3	2	N/A
D	Maintains a clean, safe work area	5	4	3	2	N/A

Final Mark:		%
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Additional Comments: _____

Employer Name:		Employer Signature:	
Date:		Phone:	