

Newaygo County Career Tech Center

Employers Report to the Career Prep Coordinator

Trainee:		Semester:
Employer:		
Date:		

Please complete the evaluation sheet on the above named trainee. A composite from this form will be converted to a grade in Capstone / Work Experience for the trainee. Place a check mark by each characteristic that best describes your trainee and return in the included envelope by **DATE**: _____

Accuracy of work 5. Is very accurate <input type="checkbox"/> 4. Is careful..... <input type="checkbox"/> 3. Is fairly accurate <input type="checkbox"/> 2. Makes errors <input type="checkbox"/> 1. Is careless <input type="checkbox"/>	Attitude towards fellow workers 5. Well liked, cooperative..... <input type="checkbox"/> 4. Good..... <input type="checkbox"/> 3. Acceptable..... <input type="checkbox"/> 2. Uncooperative <input type="checkbox"/> 1. Does not get along <input type="checkbox"/>
Speed 5. Very fast <input type="checkbox"/> 4. Fast <input type="checkbox"/> 3. Ordinary <input type="checkbox"/> 2. Slow <input type="checkbox"/> 1. Very slow..... <input type="checkbox"/>	Attitude towards superiors 5. Very respectful, helpful..... <input type="checkbox"/> 4. Good..... <input type="checkbox"/> 3. Acceptable..... <input type="checkbox"/> 2. Does not cooperate <input type="checkbox"/> 1. Disrespectful..... <input type="checkbox"/>
Use of working time 5. Very busy <input type="checkbox"/> 4. Busy <input type="checkbox"/> 3. Acceptable <input type="checkbox"/> 2. Wastes time with others <input type="checkbox"/> 1. Very Wasteful <input type="checkbox"/>	Personal appearance, cleanliness 5. Exceptionally pleasing <input type="checkbox"/> 4. Good..... <input type="checkbox"/> 3. Average <input type="checkbox"/> 2. Untidy <input type="checkbox"/> 1. Slovenly and dirty <input type="checkbox"/>
Handles responsibility 5. Seeks and handles well..... <input type="checkbox"/> 4. Likes it <input type="checkbox"/> 3. Acceptable <input type="checkbox"/> 2. Avoids responsibility..... <input type="checkbox"/> 1. Refuses to accept..... <input type="checkbox"/>	Attitude towards safety & confidentiality 5. Always complies..... <input type="checkbox"/> 4. Better than average..... <input type="checkbox"/> 3. Average <input type="checkbox"/> 2. Careless <input type="checkbox"/> 1. Seldom complies <input type="checkbox"/>
Initiative and enthusiasm 5. Very evident <input type="checkbox"/> 4. Better than average..... <input type="checkbox"/> 3. Average <input type="checkbox"/> 2. Very little <input type="checkbox"/> 1. Doesn't exhibit any <input type="checkbox"/>	Improvement of job 5. Exceptional <input type="checkbox"/> 4. Above average..... <input type="checkbox"/> 3. Average <input type="checkbox"/> 2. Little <input type="checkbox"/> 1. None <input type="checkbox"/>
Attendance 5. Never tardy or absent..... <input type="checkbox"/> 4. Seldom Absent..... <input type="checkbox"/> 3. Absent Occasionally..... <input type="checkbox"/> 2. Often Absent <input type="checkbox"/> 1. Absent a great deal <input type="checkbox"/>	Handling of equipment or property 5. Very careful <input type="checkbox"/> 4. Careful..... <input type="checkbox"/> 3. Acceptable..... <input type="checkbox"/> 2. Careless <input type="checkbox"/> 1. Destructive <input type="checkbox"/>

Additional Comments:

Suggested Letter Grade	
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Signature of Evaluator