

EMPLOYER EVALUATION FORM

OFF CAMPUS EDUCATION

STUDENT AND EMPLOYER INFORMATION				
Student Name			Date of Evaluation	
Organization Name			Role of Student within Organization	
Supervisor Name		Supervisor Position		Supervisor Phone Number
Address		Town	Province	Postal Code

RATING SCALE
Please rate the student by circling the number that best describes the student's performance.
5 – Excellent 4 – Very Good 3 – Satisfactory 2 – Needs Improvement 1 - Unsatisfactory

PUNCTUALITY AND ATTENDANCE						
Punctuality – arrives for work on time	5	4	3	2	1	N/A
Attendance – shows up for work as scheduled/agreed upon	5	4	3	2	1	N/A

PERSONAL QUALITIES AND WORK HABITS						
Cooperation – demonstrates ability to work with others	5	4	3	2	1	N/A
Independence – demonstrates ability to complete tasks on one's own	5	4	3	2	1	N/A
Adaptability – exhibits capacity to adjust to new tasks or situations	5	4	3	2	1	N/A
Coachability – demonstrates willingness to accept suggestions for improvement	5	4	3	2	1	N/A
Reliability – completes tasks on time; performs dependably	5	4	3	2	1	N/A
Initiative – exhibits eagerness to learn; seeks additional work	5	4	3	2	1	N/A
Attitude - demonstrates interest and enthusiasm for job	5	4	3	2	1	N/A
Appearance – exhibits appropriate grooming and attire for the workplace	5	4	3	2	1	N/A
Composure – demonstrates appropriate conduct; exhibits self-control	5	4	3	2	1	N/A
Fidelity - demonstrates integrity, responsibility and trustworthiness	5	4	3	2	1	N/A

COMMUNICATION						
Attention - listens with care and focused attention	5	4	3	2	1	N/A
Duty - follows directions	5	4	3	2	1	N/A
Articulation - communicates ideas clearly and appropriately	5	4	3	2	1	N/A
Courtesy - demonstrates the importance of customer service	5	4	3	2	1	N/A

CONTEXT						
Intention - understands the goals and priorities of the company	5	4	3	2	1	N/A
Esteem - demonstrates respect for the rights and responsibilities of the employer	5	4	3	2	1	N/A
Consideration - demonstrates respect for the rights and responsibilities of fellow employees	5	4	3	2	1	N/A

EXECUTION OF WORK DUTIES						
Trainability - showcases ability to learn and complete tasks outlined	5	4	3	2	1	N/A
Efficiency – exhibits sufficient speed of work completion	5	4	3	2	1	N/A
Effectiveness – completes work to the quality standard of company	5	4	3	2	1	N/A
Work Ethic – applies self to job; focuses on duties consistently and conscientiously	5	4	3	2	1	N/A
Time Management - uses time effectively; demonstrates ability to prioritize tasks	5	4	3	2	1	N/A
Provision - selects appropriate tools, equipment and materials to complete tasks	5	4	3	2	1	N/A
Digital Literacy - uses technology effectively (computer, voicemail, etc.)	5	4	3	2	1	N/A
Administration - submits timesheets and other documentation in a timely manner	5	4	3	2	1	N/A

HEALTH AND SAFETY						
Personal Safety – wears appropriate personal protective equipment consistently and appropriately	5	4	3	2	1	N/A
Equipment Safety – uses tools and equipment in an effective and safe manner	5	4	3	2	1	N/A
Conscientiousness – maintains a clean, safe work area	5	4	3	2	1	N/A
Adherence – follows safe work practices and procedures	5	4	3	2	1	N/A
Wherewithal – demonstrates appropriate handling of hazardous materials and situations as required	5	4	3	2	1	N/A

EMPLOYER COMMENTS	
Student's strong points (outstanding traits, talents or abilities not cited elsewhere)	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Recommendations for improvement	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Other comments	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIP) ACT: The personal information contained on this form is collected under the authority of Section 32(c) of Section 37 of the School Act and will be used for the purposes of verifying attendance and evaluating the performance of students registered in Off Campus Education.

DECLARATION	This evaluation is fair and accurate.	
Supervisor Signature		Date

