

MILE HIGH ACADEMY



Work Evaluation Form

Thank you for taking the time to complete this important form. Please share this evaluation with the student. It is important that both the supervisor AND the student sign this evaluation form.

Student	
Organization	
Supervisor	
Phone	
Evaluation Period	___/___/___ To: ___/___/___
Hours Spent in Program	

USING CAREFUL JUDGEMENT, CHECK THE ONE PHRASE IN EACH BLOCK THAT IS TYPICAL.

<p>Attitude Toward Work</p> <ul style="list-style-type: none"> <input type="radio"/> Takes an enthusiastic interest in work; is highly motivated to learn <input type="radio"/> Shows interest in work and has a desire to learn <input type="radio"/> Has a moderate interest in work <input type="radio"/> Shows little interest or enthusiasm for work 	<p>Human Relations Skills</p> <ul style="list-style-type: none"> <input type="radio"/> Extremely poised, courteous, and tactful <input type="radio"/> Usually poised, courteous, and tactful <input type="radio"/> Sometimes poised, courteous, and tactful <input type="radio"/> Needs to improve human relations skills
<p>Attendance and Punctuality</p> <ul style="list-style-type: none"> <input type="radio"/> Never absent or late without good cause <input type="radio"/> Seldom absent or late without good cause <input type="radio"/> Occasionally absent or late <input type="radio"/> Frequently absent or late 	<p>Quality & Quantity of Work</p> <ul style="list-style-type: none"> <input type="radio"/> Quality and quantity of work is superior <input type="radio"/> Quality and quantity of work exceeds expectations <input type="radio"/> Quality and quantity of work meets expectations <input type="radio"/> Quality and quantity of work does NOT meet expectations
<p>Ability to Follow Instructions</p> <ul style="list-style-type: none"> <input type="radio"/> Uses the initiative in interpreting and following instructions <input type="radio"/> Usually follows instructions and/or takes direction <input type="radio"/> Follows instructions and/or takes direction with some difficulty <input type="radio"/> Needs repeated detailed instructions 	<p>Productive Team Member</p> <ul style="list-style-type: none"> <input type="radio"/> Always demonstrates leadership skills and contributes to the success of the team <input type="radio"/> Always contributes to the success of the team <input type="radio"/> Frequently contributes to the success of the team <input type="radio"/> Seldom contributes to the success of the team

Thank you for your participation in the program.

Student Signature _____ Date _____

Employer Signature _____ Date _____