

Webster School
PO Box 9
Webster, WI 54893
Business Education Department

Name of Employee

Place of Employment

Coordinator: Marleana Rank
 Phone: (715) 866-4281 ext 309

Student Work Evaluation

This evaluation sheet is designed to provide the Webster Business Education Department with feedback about students on-the-job performance. Keep in mind, this will have a direct affect on the students **school to work grade**. Comments are strongly encouraged.

Grading Scale

5=Excellent 4=Very Good 3=Average 2=Fair 1=Unacceptable

SKILLS

Demonstrates effective communication skills	5	4	3	2	1	
Demonstrates customer service skills	5	4	3	2	1	NA
Uses time wisely	5	4	3	2	1	
Practices good team/cooperative skills	5	4	3	2	1	
Follows company policies	5	4	3	2	1	
Understands basic concept of continuous improvement	5	4	3	2	1	

KNOWLEDGE

Produces quality work			5	4	3	2	1
Understands job and duties	5	4	3	2	1		
Understands basic business operations	5	4	3	2	1		

ATTITUDE

Demonstrates honesty and integrity	5	4	3	2	1
Demonstrates interest and enthusiasm	5	4	3	2	1
Demonstrates responsible behavior	5	4	3	2	1
Responds to feedback constructively	5	4	3	2	1
Maintains appropriate appearance	5	4	3	2	1
Demonstrates punctuality/good attendance	5	4	3	2	1

Total Points _____ / 75

Strengths/Improvements:

Training Sponsor Signature

Date