



# Evaluation & Weekly Work Report

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## PART I: STUDENT TIME SHEET

For the work period of \_\_\_\_\_ to \_\_\_\_\_

Student Name: \_\_\_\_\_

Program: \_\_\_\_\_

Employer: \_\_\_\_\_

Employer Phone: \_\_\_\_\_

Work Supervisor: \_\_\_\_\_

DAY	START	END	HOURS
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
<b>TOTAL HOURS FOR THE WEEK:</b>			

**PART II:** Employer should evaluate student's performance for each item listed below. It is suggested that the person most familiar with the student's work complete this performance review.

**5 = Excellent**

**4 = Very Good**

**3 = Good**

**2 = Fair**

**1 = Poor**

1. QUALITY OF WORK – accuracy, completeness, neatness ..... 1. \_\_\_\_\_
2. QUANTITY OF WORK – amount of work accomplished ..... 2. \_\_\_\_\_
3. APPEARANCE – grooming, poise, proper clothing ..... 3. \_\_\_\_\_
4. ATTITUDE – enthusiasm, willingness to accept suggestions, cooperation ..... 4. \_\_\_\_\_
5. DEPENDABILITY – can work without close supervision ..... 5. \_\_\_\_\_
6. RELATIONSHIPS WITH PEOPLE – ability to get along with others ..... 6. \_\_\_\_\_
7. WORK HABITS – organization of work, industry, initiative ..... 7. \_\_\_\_\_
8. ATTENDANCE – absences, punctuality ..... 8. \_\_\_\_\_
9. PROGRESS – extent to which he/she is expanding their knowledge of the job ..... 9. \_\_\_\_\_
10. OVERALL EVALUATION ..... 10. \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Supervisor's Signature: \_\_\_\_\_