

# Career Visions OJT Employee Evaluation

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

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

Work Site: \_\_\_\_\_

Date: \_\_\_\_\_

**5-Meets Expectations      4-Satisfactory Progress      2-Needs Improvement**

Please be honest, it helps to provide a realistic experience.

General Work Habits	Ratings			Initial
Maintains dependable attendance	5	4	2	
Reports to work on time	5	4	2	
Grooming/clothing is appropriate	5	4	2	
Carries out tasks without prompting	5	4	2	
Works steadily for entire work period	5	4	2	
Works with minimal supervision	5	4	2	
Adapts to variety and change	5	4	2	
Self-confident in new tasks	5	4	2	
Uses time effectively	5	4	2	
Maintains effort despite obstacles	5	4	2	
Recognizes and corrects mistakes	5	4	2	
Responds positively to assignments	5	4	2	
Response to Supervisor				Initial
Conforms to rules and regulations	5	4	2	
Listens attentively to instructions	5	4	2	
Requests help in an appropriate manner	5	4	2	
Social Skills				Initial
Expresses likes and dislikes appropriately	5	4	2	
Accepts responsibility for own actions	5	4	2	
Discusses concerns with supervisor appropriately	5	4	2	
Expresses self clearly using proper grammar	5	4	2	
Displays self-confidence in social interactions	5	4	2	

Total: \_\_\_\_\_

Overall Rating:

\_\_\_\_\_ 100-85 Meets Expectations

\_\_\_\_\_ 84-70 Satisfactory Progress

\_\_\_\_\_ 69-below Needs Improvement

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

\_\_\_\_\_

\_\_\_\_\_

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

Employee's Signature: \_\_\_\_\_