

Off Campus Evaluation of Student

--

Final

Name of Student:

School:

Employer: Evaluate this student as you would a novice worker in your employ. Feel free to make a comment for any section, explaining why you rated the student as you did. A description of each of the employability skills is located on the following page of this form. Not all of these skills will be applicable to all students in all situations. **Place N/A beside any one that does not apply. Put check marks in each of the rows below!** ✓

Employability Skills	Excellent	Good	Satisfactory	Needs Improvement	Comments (Addition comments may be written on a separate paper)
Listening skills					
Verbal communication					
Written communication					
Reading comprehension					
Willingness to learn					
Self-esteem and confidence					
Ability to set and obtain goals					
Accountability for actions					
Personal ethics (honesty, etc.)					
Initiative					
Ability to think critically					
Uses technology effectively					
Acceptance of change					
Creativity					
Productivity (quality product)					
Performs tasks safely					
Respectful of diversity					
Cooperative (is a team player)					
Overall Rating	Excellent	Good	Satisfactory	Needs Improvement	

No. of Days Absent		For absences, were you informed ahead of time, with an acceptable reason?	Yes	No	If No, please comment
No. of Days Late		Has this report been discussed with the student?			

Recommendations for Improvement	
Comment on the student's suitability for this type of employment:	
If there were an opportunity for employment, would you consider hiring this student? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Employer Signature:	Student Signature:

Description of Employability Skills

The following is a description of the employability skills appearing on the previous page. Refer to this description for a standardized explanation of what each term means.

Listening skills	Listens to gain information and to understand.
Verbal communication	Understands and speaks the language in which the business is conducted, including proper use of specialized terminology.
Written communication	Writes effectively in the language in which the business is conducted, including proper use of specialized terminology.
Reading comprehension	Reads, understands and uses written materials related to the business, including graphs, charts and displays, if applicable.
Willingness to learn	Shows a positive attitude toward learning and lifelong learning.
Self-esteem and confidence	Shows faith in themselves to do the job well. Shows an increasing ability to handle constructive criticism.
Ability to set and obtain goals	Demonstrates an ability to set goals and priorities in work and personal life, and also shows an ability to manage time and other factors to achieve these goals.
Accountability for actions	Assumes responsibility for actions they take, and deals effectively with the consequences.
Personal ethics (honesty, etc.)	Demonstrates honesty and a morality that is consistent with expected behaviour at the workplace, including confidentiality, if required.
Initiative	Demonstrates an ability to begin new tasks when it is appropriate to do so, and shows energy and persistence to get the job done.
Ability to think critically	Sees issues clearly and truly in order to judge them fairly, and acts logically to evaluate situations, solve problems and make decisions.
Uses technology effectively	Is able to learn how to use the technology of the business, and makes appropriate decisions while using it.
Acceptance of change	Demonstrates a positive attitude to change by being flexible and adaptable to new situations.
Creativity	Is able to suggest new or innovative ideas to get the job done when the situation warrants it. Also implies the enterprising entrepreneurial spirit.
Productivity (quality product)	Understands the standards of the workplace, and is able to produce work that meets the standards, including operating within the time constraints of the business.
Performs tasks safely	Wears appropriate safety gear, and acts responsibly and safely toward self and others.
Respectful of diversity	Recognizes and respects people's diversity and individual differences.
Cooperative (is a team player)	Is able to understand and work within the culture of the group and exercise "give and take" to achieve group results.