

Student Work Performance Evaluation

Circle the level of mastery achieved in each area listed.

	4	3	2	1
Knowledge of the Job	Mastered the job well & ready to learn more	Understands the job & continues to make improvement	Difficulty learning the job tasks, but displays willingness to learn	Has given little effort to learn the job
Cooperation	Works well in a team & gets along well with others	Displays positive teamwork most of the time	Sometimes gets along well with others	Makes no effort to work cooperatively with others
Accuracy	Work quality is excellent	Work quality rarely has errors	Can be careless at times	Accuracy of work is careless
Initiative	Actively looks for new tasks to learn & complete	Sometimes looks for new tasks outside the routine	Rarely takes initiative to learn new tasks	Never steps outside routine despite frequent prompting
Adaptability	Adapts easily to change in routine	Adapts easily with instruction	Has difficulty grasping new ideas & routine	Significant difficulty changing routine
Personal Appearance/ Hygiene	Always looks neat & well-groomed	Mostly looks neat & well-groomed	Often neglects appearance & hygiene	Extremely careless with appearance & grooming

Dependability	Always attends work & no unavoidable absences	Mostly dependable with few absences	Regular attendance issues	Frequently absent from work
Punctuality	Never tardy for work	Rarely tardy for work	Often tardy for work	Always tardy
Acceptance of Criticism	Accepting of criticism & improves work performance	Accepting of criticism & attempts to improve	Accepting of criticism, but does not change work performance	Does not accept criticism & takes offense

Student's Name: _____ **Grade Level:** _____ **Quarter:** _____

Person completing evaluation: _____ **Date:** _____

Additional Notes: