

Chino Valley Unified School District Work Experience Student Rating Form

Student _____ Year _____ Grading Period _____

Employer _____

Employer Address _____

Instructions: Please check one statement in each category that best describes your student-learner's attitude and performance. Additional comments are welcome! After you have completed this rating, you may copy it for your records, and return the original to the Work Experience Coordinator.

PLEASE LIST THE PERFORMANCE GOALS FOR THIS EMPLOYEE:

1. PUNCTUALITY

- ALWAYS ON TIME
- USUALLY ON TIME
- FREQUENTLY LATE: No. of Days _____

2. ATTENDANCE

- OUTSTANDING
- SELDOM ABSENT
- FREQUENTLY ABSENT: No. of Days _____

3. PERSONAL APPEARANCE

- ALWAYS APPROPRIATE FOR JOB
- OCCASIONALLY NOT APPROPRIATE
- APPROPRIATE DRESS NEEDS TO BE DISCUSSED

4. ATTITUDE TOWARDS LEARNING

- IS ENTHUSIASTIC; COOPERATIVE;
EAGER TO DO A GOOD JOB
- GENERALLY COOPERATIVE
- RELUCTANT TO DO MORE THAN HAS TO
- UNCOOPERATIVE; PUTS OUT LITTLE EFFORT

5. ATTITUDE TOWARD SUPERVISION

- PROFITS BY SUGGESTIONS
- HAS DIFFICULTY ACCEPTING SUGGESTIONS
- DOES NOT ACT ON SUGGESTIONS GIVEN

6. RELATIONS WITH OTHERS

- IS COURTEOUS AND CONSIDERATE OF OTHERS
- SHOULD BE MORE CONSIDERATE
- HAS BEEN DISCOURTEOUS/RUDE

7. INITIATIVE

- INITIATES TASKS; IS SELF-DIRECTED
- REQUIRES NORMAL DIRECTION
- MUST HAVE CONSIDERABLE DIRECTION

8. WORK SAFETY

- OBSERVES ALL SAFETY OR SANITATION RULES
- USUALLY OBSERVES SAFETY RULES
- IS CARELESS AND/OR UNSAFE IN WORK HABITS

9. JOB PERFORMANCE

- IS ACCURATE; ATTENTIVE TO DETAILS
- USUALLY ACCURATE AND RELIABLE
- OUTPUT IS UNSATISFACTORY

OVERALL RATING

- 5 EXCELLENT
- 4 GOOD
- 3 AVERAGE
- 2 IMPROVEMENT NEEDED IN SOME AREAS
- 1 UNSATISFACTORY

SINCE YOUR STUDENT-LEARNER'S PREVIOUS RATING, HE/SHE HAS:

- IMPROVED
- REMAINED THE SAME
- BECAME
- THIS IS THE FIRST RATING

ADDITIONAL COMMENTS IF APPLICABLE:

CHECK IF: YOU WOULD LIKE ME TO CONTACT YOU

CURRENT WORK PERMIT IS ON FILE (IF UNDER 18)

SIGNED _____
(Employer's Signature)

DATE _____

PLEASE RETURN THIS COMPLETED FORM TO _____ BY _____

Chino Valley Unified School District, in compliance with Civil Right Legislation, hereby asserts it does not discriminate in employment, educational programs, and activities on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or associational preference.