

# GREENWICH CENTRAL SCHOOL

## Work Experience Program - *Internship Experience*

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'School-Business-Community - Working Together for the Future'

### **Student Evaluation Form**

Directions: On the items below, please rate the student who is under your auspices as part of the Work Experience Internship Program. Rate the students by using the best numerical descriptor that corresponds, in your opinion, to the quality of the student's on-the-site behavior.

**Student Name:** \_\_\_\_\_ **Job Site:** \_\_\_\_\_

**Beginning Date:** \_\_\_\_\_ **Approximate number of days late:** \_\_\_\_\_

**Ending Date:** \_\_\_\_\_ **Approximate number of days absent:** \_\_\_\_\_

**Rating Scale: Superior 4, Above Average 3, Average 2, Below Average 1, Unsatisfactory 0**

1. Attitude towards job \_\_\_\_\_
2. Works cooperatively with others (teamwork) \_\_\_\_\_
3. Show respect for tools, materials and equipment & the company its rules and property \_\_\_\_\_
4. Uses time effectively \_\_\_\_\_
5. Performs assignments satisfactorily \_\_\_\_\_
6. Accepts responsibility \_\_\_\_\_
7. Applies knowledge gained \_\_\_\_\_
8. Exercises good judgment \_\_\_\_\_
9. Accepts constructive criticism \_\_\_\_\_
10. Displays good conduct, grooming and discipline \_\_\_\_\_
11. Shows an understanding and use of safety procedures \_\_\_\_\_
12. Personal Appearance: Appropriate attire, grooming, neatness, etc. \_\_\_\_\_
13. Aptitude: Ability to listen to and follow instruction to solve problems \_\_\_\_\_
14. Dependability/Attendance: Responsibility for being at work in a consistent and timely manner \_\_\_\_\_
15. Quality of Work: Accuracy of work duties performed. \_\_\_\_\_
16. Customer Service: knowledge of an individual customer's needs & the ability to meet those needs. \_\_\_\_\_
17. Quantity of Work: Amount of work an individual does in a day. \_\_\_\_\_
18. Adaptability: Ability to adjust, to transfer skills, to accept change and to work under pressure. \_\_\_\_\_
19. Initiative: Ability to do required jobs with a minimum of supervision and direction. \_\_\_\_\_

I. Please comment on any new skills the student had learned or knowledge gained:  
\_\_\_\_\_  
\_\_\_\_\_

II. General comments:  
\_\_\_\_\_  
\_\_\_\_\_

III. If you had to assign a letter grade (A, B, C, D, or F) on this student's report card, what letter grade would it be: \_\_\_\_\_

IV. How could this training be improved to better service the needs of the (a) student and (b) the mentor?  
\_\_\_\_\_  
\_\_\_\_\_

VI. In your opinion is this student well-suited for this career area?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Evaluator: \_\_\_\_\_

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

(Please use the back of this sheet for additional writing space)