



MENDOCINO COLLEGE COOPERATIVE WORK EXPERIENCE EDUCATION

Evaluation of Work Performance

Student: _____ Supervisor: _____

Place of Employment _____ Date of CWE _____
 Instructor Visitation: _____

As the employer or supervisor of the student, please evaluate the person as an employee in your workplace. Your evaluation comprises a significant part of the student's final grade. Any recommendations, comments, and helpful hints will be used by the College to provide feedback to the student and make improvements in the program..

EXCELLENT	VERY GOOD	ACCEPTABLE	NEEDS IMPROVEMENT	UNACCEPTABLE
A	B	C	D	F
10	8	6	4	0

PERSONAL APPEARANCE: Dresses appropriately. The student meets standards for the job. _____

HUMAN RELATIONS: Is cooperative, helpful, courteous and friendly to customers, associates, supervisors, and works well with others. _____

ATTITUDE: Uses mature judgment. Uses own initiative; is sincere, has appropriate work habits, and follows directions. Accepts suggestions, responsibility and shows satisfactory ability to learn. _____

WORKMANSHIP AND SKILL: Strives for improvement; shows thoroughness, accuracy, and precision in detail. _____

DEPENDABILITY: Meets deadlines, is punctual, and reliable. _____

MEASURABLE OBJECTIVES: *(Student may have only 1 or up to 8 objectives. Refer to the student's approved "Student Objectives" forms, attached)*

Achievement of Objective No. 1 _____

Achievement of Objective No. 2 _____

Achievement of Objective No. 3 _____

Achievement of Objective No. 4 _____

OVER-ALL POINTS: (total of the above points) _____

MISCELLANEOUS: What does the employee need most to achieve his/her potential? _____

SUPERVISOR'S Signature _____ Date _____ INSTRUCTOR'S Signature _____ Date _____