

EMPLOYER EVALUATION OF STUDENT

Student's Name: _____

School: Our Lady Mount Pleasant School

Employer: Evaluate this student as you would a novice worker in your employ and make a comment for each section about 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.

Employability Skills Ratings	Excellent 5	Good 4	Satis- Factory 3	Needs Improve- Ment 2	Comments
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)					

TOTAL OVERALL RATING	Excellent	Good	Satis- factory	Needs Improve- ment	Has this report been discussed with the student? <input type="checkbox"/> YES <input type="checkbox"/> NO
					TOTAL PERCENTAGE: _____

No. of days late: _____ Reason: _____

No. of days absent: _____ Reason: _____

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 No

Student's Signature

Supervisor's Signature