**TRAINING SPONSOR EVALUATION OF STUDENT TRAINEE**

Student’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Due Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Training Site \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Grading Period 1 2 3 4 5 6

Employer: Please complete this evaluation by circling the number that applies in each category and place the corresponding number in the Total space.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **COOPERATION:**

Ability to get along with others | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Total |
| Antagonistic, pulls against rather than works with others | Difficult to handle | Usually gets along with others | Cooperates willingly, gets along with others | Gets along well with others, is friendly and helpful |  |
| 2. **INITIATIVE:**Tendency to go ahead | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |  |
| Takes no initiative, has to be instructed repeatedly | Takes very little initiative, requires urging | Does routine work acceptable | Is fairly resourceful, does well by self | Is resourceful, looks for things to learn and do |  |
| 3. **COURTESY:**Polite and mannerly | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |  |
| Has been discourteous to public and staff | Is not polite and is inconsiderate of others | Usually polite and is considerate of others | Considerate and courteous of others | Very polite and always considerate of others |  |
| 4. **ATTITUDE:**Toward constructive criticism | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |  |
| Does not profit from criticism, resents it | Does not pay much attention to criticism | Accepts criticism, tries to do better | Accepts criticism, improvement has been noticed | Accepts criticism, and improves greatly |  |
| 5. **KNOWLEDGE OF JOB:** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |  |
| Has not tried to learn job and its routines | Pays little attention to learning job | Has learned necessary routines but needs supervision | Understands the job; needs little supervision | Knows job well and shows desire to learn more |  |
| 6. **ACCURACY, SPEED OF WORK, AND WORK HABITS:** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |  |
| Is extremely careless; works slowly; output is unsatisfactory; wastes time | Is often inaccurate & careless; is slower than average; often wastes time | Makes errors, but work is generally satisfactory; occasionally wastes time | Makes few errors; is careful, neat & thorough; seldom wastes time | Rarely makes errors; work is of good quality; is fast, efficient, & industrious; rarely wastes time |  |
| 7. **ADAPTABILITY:** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |  |
| Cannot adjust to changing situations | Is slow in grasping ideas, has difficulty adapting to new situations | Makes necessary adjustments after considerable instruction | Adjusts readily | Learns quickly, is adept at meeting changing situations |  |
| 8.**PERSONAL APPEARANCE:**Neatness and personal care | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |  |
| Is extremely careless in dress & appearance | Often neglects appearance & dress code | Is passable in appearance, but should make effort to improve | Has good appearance; looks neat most of the time | Has excellent appearance; looks neat all of the time |  |
| 9. **ATTENDANCE:**How many days did this student call in when scheduled to work? | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |  |
| Too frequently absent for continued training | Not regular enough in attendance | Usually dependable | Dependable | Never absent except for an unavoidable emergency |  |
| 10. **PUNCTUALITY:**How many days was this student late to training site? | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |  |
| Too frequently tardy for continued training | Very often tardy | Punctuality could be improved | Seldom tardy | Never tardy except for an unavoidable emergency |  |
| **TOTAL GRADE:**Up to 100 |  |  |

Overall, I would rate this student’s performance as: (please circle one)

 A+ A A- B+ B B- C+ C C- D F

Maturity level of this student: (please check one)

 \_\_\_\_\_ Below Average \_\_\_\_\_ Average \_\_\_\_\_ Above Average

SUPERVISOR’S SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please print name of Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In order for this evaluation to be most effective, you are encouraged to go over it with your student trainee and help them make a plan for improvement.

If you wish to meet with the teacher-coordinator regarding the student’s performance or this evaluation, please do not hesitate to contact me at:

Please make any comments at the back of the page.