**Employer Placement Evaluation**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This form is used to evaluate the student’s performance, and we ask that you discuss it with the student so they can assess the progress they have made during their placement. The Employer Evaluation must be completed by the student’s immediate supervisor. **This evaluation will be forwarded to the student and the Program Coordinator so they can reflect on their performance.**

Please assess the student in each of the following areas by checking (✓) the box which best describes his/her performance:

|  |  |
| --- | --- |
| **Attitude & Initiative** | Little interest, poor attitude, waits to be told what to do nextHigh interest in job, very enthusiastic, self-starter, looks for work to doAverage amount of interest and enthusiasm for tasks assigned 1 2 3 4 5 6 7 8 9 10 N/A 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 |
| **Knowledge & Skills** |  1 2 3 4 5 6 7 8 9 10 N/AVery little relevant knowledge, requires extensive training Average amount of knowledge for an entry level positionExcellent knowledge & skills, requires minimal training 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 |
| **Safety** |  1 2 3 4 5 6 7 8 9 10 N/ANever wears required safety equipment, exhibits dangerous work habitsOccasionally reminded to wear safety equipment, and perform work safelyExhibits safe work habits, and always uses required safety gear 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 |
| **Quality of Work** |  1 2 3 4 5 6 7 8 9 10 N/AFails to organize work effectively, many errorsUsually organized, work has normal amount of errorsVery thorough in performing work, with very few errors 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 |
| **Quantity of Work** |  1 2 3 4 5 6 7 8 9 10 N/AAverage amount of productivity for a traineeHighly productive in comparison to other traineesVery low in comparison to other trainees 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 |
| **Judgment** |  1 2 3 4 5 6 7 8 9 10 N/ADecisions based on thorough analysis of problemsJudgment usually good in routine situationsJumps to conclusions without sufficient knowledge 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 |
| **Relations with Co-workers** |  1 2 3 4 5 6 7 8 9 10 N/ADoes not work well with others, often causes frictionUsually works well with others under normal circumstancesAlways works well with others, excellent team member 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 |
| **Acceptance of Criticism and Suggestions** |  Accepts criticism and suggestionsResents criticism and suggestions by supervisorMakes prompt improvements based on criticism  1 2 3 4 5 6 7 8 9 10 N/A 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 |
| **Written Communication** |  1 2 3 4 5 6 7 8 9 10 N/AUsually clear and conciseAlways clear, well organized, readable with few errors Needs Improvement  🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 |
| **Verbal****Communication** |  1 2 3 4 5 6 7 8 9 10 N/A ExcellentNeeds Improvement Average 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 |
| **Punctuality & Attendance** |  1 2 3 4 5 6 7 8 9 10 N/AAlways late for work, unreliable, regularly absentUsually on time, occasionally has unexcused absencesAlways on time, only absent for legitimate reasons  🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 |
| **Overall Performance** |  1 2 3 4 5 6 7 8 9 10 N/AUnsatisfactoryOutstandingMarginalVery good 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 |

Briefly describe the student’s strengths, and areas for improvement. This feedback will provide encouragement as well as goal setting for them in the future:

**Strengths:**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Areas for Improvement:**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Comments and Recommendations:** (please use an additional sheet if necessary)

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Number of Placement Hours Completed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_