**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 next  High interest in job,  very enthusiastic, self-starter, looks for work to do  Average 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/A  Very little relevant knowledge, requires extensive training  Average amount of knowledge for an entry level position  Excellent knowledge & skills, requires minimal training  🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 |
| **Safety** | 1 2 3 4 5 6 7 8 9 10 N/A  Never wears required safety equipment, exhibits dangerous work habits  Occasionally reminded to wear safety equipment, and perform work safely  Exhibits safe work habits, and always uses required safety gear  🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 |
| **Quality of Work** | 1 2 3 4 5 6 7 8 9 10 N/A  Fails to organize work effectively, many errors  Usually organized, work has normal amount of errors  Very thorough in performing work, with very few errors  🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 |
| **Quantity of Work** | 1 2 3 4 5 6 7 8 9 10 N/A  Average amount of productivity for a trainee  Highly productive in comparison to other trainees  Very low in comparison to other trainees  🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 |
| **Judgment** | 1 2 3 4 5 6 7 8 9 10 N/A  Decisions based on thorough analysis of problems  Judgment usually good in routine situations  Jumps to conclusions without sufficient knowledge  🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 |
| **Relations with Co-workers** | 1 2 3 4 5 6 7 8 9 10 N/A  Does not work well with others, often causes friction  Usually works well with others under normal circumstances  Always works well with others, excellent team member  🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 |
| **Acceptance of Criticism and Suggestions** | Accepts criticism and suggestions  Resents criticism and suggestions by supervisor  Makes 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/A  Usually clear and concise  Always clear, well organized, readable with few errors  Needs  Improvement  🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 |
| **Verbal**  **Communication** | 1 2 3 4 5 6 7 8 9 10 N/A  Excellent  Needs Improvement  Average  🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 |
| **Punctuality & Attendance** | 1 2 3 4 5 6 7 8 9 10 N/A  Always late for work, unreliable, regularly absent  Usually on time, occasionally has unexcused absences  Always on time, only absent for legitimate reasons  🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 🞎 |
| **Overall Performance** | 1 2 3 4 5 6 7 8 9 10 N/A  Unsatisfactory  Outstanding  Marginal  Very 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:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_