**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.