

Partners with Business
Evaluation Process

Purpose: To assess the employee's progress and needs at work during the final year of school.

Directions: Please have the employer, supervisor, or coworker complete the form three times throughout the year if possible—one at the beginning of the year, one in the middle, and one at the end.*

Name of employee: _____

Name and job title of evaluator: _____

Name of business: _____

Date of evaluation: _____

1= Unacceptable, 2 = Poor, 3 = Needs work, 4 = acceptable, 5 = Exemplary

Interpersonal Behavior	1	2	3	4	5
Toward Coworkers					
Toward Management					
Toward Customers (if applicable)					
Job Performance	1	2	3	4	5
Speed					
Accuracy					
Endurance					
Work Skills	1	2	3	4	5
Requests time off appropriately					
Punctuality					
Attitude					
Appearance					
Professionalism					
Reliability					

1. Are there any areas that the employee should work on?

* If the business has another method or form for evaluation, they should feel free to use that. This form should be used as needed.

