



EMPLOYER EVALUATION OF STUDENT

Report #2

Student's Name: _____

School: _____

Employer: Evaluate this student as you would a novice worker in your employ and make a comment for each section about why you rated the student as you did. A description of each of the employability skills is located on the following page of this form. Not all of these skills will be applicable to all students in all situations. Place N/A beside any one that does not apply.

Employability Skills	Excellent	Good	Satisfactory	Needs Improvement	Comments
Listening Skills					
Verbal Communication					
Written Communication					
Reading comprehension					
Willingness to Learn					
Self-Esteem and confidence					
Ability to set and obtain goals					
Accountability for actions					
Personal ethics (honesty, etc.)					
Initiative					
Ability to think critically					
Uses technology effectively					
Acceptance of change					
Creativity					
Productivity (quality product)					
Performs tasks safely					
Respectful of diversity					
Cooperative (is a team player)					

OVERALL	Excellent	Good	Satisfactory	Needs Improvement
RATING				

Has this report been discussed with the student?
 Yes No

No. of days late: _____ Reason: _____

No. of days absent: _____ Reason: _____

Recommendations for improvement: _____

Comment on the student's suitability for this type of employment: _____

If there were an opportunity for employment, would you consider hiring this student? Yes No

 Student's Signature

 Supervisor's Signature