

CAREER PROGRAMS

WORK EXPERIENCE - STUDENT'S SELF EVALUATION

Student:

Please rate yourself by circling the number that best describes your workplace attitudes, abilities and performance during work experience

(4: excellent; 3: good; 2: fair; 1: needs improvement; N/A: not applicable):

Communication

1. Listening skills (ability to listen and follow directions): 4 3 2 1 N/A
2. Verbal communication skills (ability to communicate orally with others): 4 3 2 1 N/A
3. Written communication skills(ability to write effectively): 4 3 2 1 N/A
4. Reading comprehension (ability to read and understand written materials): 4 3 2 1 N/A
5. Use of Technology (ability to use the technology of the business and make appropriate decisions while using it): 4 3 2 1 N/A

Personal Attributes

1. Interest and enthusiasm(asks questions, cheerful, friendly): 4 3 2 1 N/A
2. Attendance (arranges appointments outside of "work"; contacts employer when ill): 4 3 2 1 N/A
3. Punctuality (arrives early at the workplace): 4 3 2 1 N/A
4. Grooming and dress (appropriate for the workplace): 4 3 2 1 N/A
5. Critical thinking (ability to evaluate situations, solve problems and make decisions): 4 3 2 1 N/A

.../over

Work Habits

- 1. Willingness to learn and participate (demonstrates a positive attitude towards learning and an enthusiasm towards work): 4 3 2 1 N/A

- 2. Responsible & reliable(demonstrates a serious attitude and completes tasks on time): 4 3 2 1 N/A

- 3. Industrious (works hard on assigned tasks, shows energy and persistence to get the job done): 4 3 2 1 N/A

- 4. Initiative (offers to do extra work, works well without supervision): 4 3 2 1 N/A

- 5. Personal ethics and respect for others (is honest, sensitive, and considerate, respects the confidential nature of the business conducted in the workplace): 4 3 2 1 N/A

- 6. Teamwork (is cooperative, works well with others and shares the workload): 4 3 2 1 N/A

- 7. Flexibility/adaptability (is willing to try a new approach and accept constructive criticism): 4 3 2 1 N/A

- 8. Accuracy (is serious about ensuring that work is done correctly): 4 3 2 1 N/A

- Overall Work Performance:** 4 3 2 1 N/A

Do you think your employer’s evaluation was fair and accurate? Explain. Comment on differences between the employer’s evaluation and your self evaluation? _____
