



# STUDENT Performance Evaluation

<b>Evaluation Date:</b>	<b>Evaluation (check one):</b>	Evaluation 1	Evaluation 2
<b>Student's Name:</b>	<b>Student's High School:</b>		

<b>Mentor's Name:</b>	<b>Mentor's Title:</b>
<b>Mentor Company Name:</b>	<b>Mentor's Phone #:</b>

Directions: Please use this rating scale to bubble in the score for each Performance Factor section of the evaluation.

1- UNACCEPTABLE	2- BELOW EXPECTATIONS	3- MEETS EXPECTATIONS	4- EXCEEDS EXPECTATIONS
Consistently or Excessively Poor Performance	Remedial Intervention Needed to be Brought Up to Appropriate Level	Represents the Student's Fair Share of the Work or a Reasonable Level of Conduct; Sometimes Exceeds or Falls Slightly Below Expectations	Consistently Meets Expectations

WORK HABITS- Performance Factor 1				1	2	3	4
1. Understands job responsibilities and related operations							
2. Completes work assignments accurately, thoroughly and on time							
3. Has read and complies with all federal, state and local laws, rules, guidelines and policies (e.g.: safety, attendance, sexual harassment, FLSA, OSHA, time reporting, etc.)							
4. Clearly and effectively communicates and expresses ideas and information to customers, co-workers, members of the public, supervisors and management							
5. Resolves problems in an efficient, safe and effective manner							
6. Is accountable and accepts responsibility for own actions							
7. Organizes and plans work assignments to meet objectives							
8. Is responsive and courteous to customers, members of the public, co-workers, supervisors and management							
9. Receptive to direction and accepts feedback in a positive manner							
10. Adheres to ethical standards of professional conduct activities							

**Factor 1 Total Score:**

WORK SKILLS- Performance Factor 2				1	2	3	4
1. Reports to internship site regularly and on time							
2. Works effectively and cooperatively with others in the workgroup							
3. Displays enthusiasm toward the work site							
4. Follows directions effectively-verbal and written							
5. Shows initiative and self-motivation							

**Factor 2 Total Score:**

CAREER DEVELOPMENT- Performance Factor 2				1	2	3	4
1. Demonstrates progress in learning career-related skills							
2. Contributes and/or improves existing processes and/or introduces new methods							
3. Increases personal skills, knowledge and technical base							
4. Displays skills/abilities necessary for success in career field							
5. Displays interest and continued learning in the career field							

**Factor 3 Total Score:**

I, the student, have reviewed the above evaluation with my mentor. YES NO

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mentor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

**Evaluation Score Total:**   
(Factors 1 + 2 + 3)