



**Buffalo Trail Public Schools**  
 (Off-Campus Program)  
**Final Employer Evaluation**

Student's Name \_\_\_\_\_ Date: \_\_\_\_\_

Employer: \_\_\_\_\_

**Please rate the student by circling the number that best describes the student's performance**

**RATING SCALE:** 5 - Excellent, 4 - Very Good, 3 – Satisfactory, 2 - Needs Improvement, 1 – Unsatisfactory

RESPONSIBILITY	RATING
• Punctuality	5 4 3 2 1
• Attendance	5 4 3 2 1

PERSONAL QUALITIES AND WORK HABITS	RATING
• Cooperation – ability to work with others	5 4 3 2 1
• Adaptability – ability to adapt to new tasks or situations	5 4 3 2 1
• Willingness to accept suggestions for improvement	5 4 3 2 1
• Practices self-control	5 4 3 2 1
• Reliability – completes tasks on time, can be depended upon	5 4 3 2 1
• Initiative – eager to learn, seeks additional work	5 4 3 2 1
• Demonstrates interest and enthusiasm for the job	5 4 3 2 1
• General grooming and appearance	5 4 3 2 1

EXECUTION OF WORK DUTIES	RATING
• Ability to learn and complete tasks as outlined	5 4 3 2 1
• Tools and equipment used in an effective and safe manner	5 4 3 2 1
• Neatness of work, keeping a neat workspace	5 4 3 2 1
• Speed of work – performs work quickly and correctly	5 4 3 2 1
• Application to job – works consistently and conscientiously	5 4 3 2 1

(continued)

Other Information

1. Students Strong Points ( outstanding traits, talents, or abilities not cited elsewhere):

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2. Recommendations for improvement:

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3. Other Comments:

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Evaluation completed by: \_\_\_\_\_

Date: \_\_\_\_\_

Evaluators Position: \_\_\_\_\_

Business Name: \_\_\_\_\_

Signatures

\_\_\_\_\_  
Employer

\_\_\_\_\_  
Off-Campus Teacher