

# Central Pennsylvania Institute of Science and Technology

## Cooperative Education Program

Student Performance Evaluation  
 540 N. Harrison Road Pleasant Gap, PA 16823  
 Ph: 814-359-2793 Fax: 814-359-2793



Discover a World of Opportunity

STUDENT: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

Please circle one box in each row.

	A - 10 pts	B - 9 pts	C - 8 pts	D - 7 pts	F - 5 pts
CHARACTERISTIC	EXCELLENT ACHIEVEMENT	PROFICIENT ACHIEVEMENT	ACCEPTABLE ACHIEVEMENT	LESS THAN ACCEPTABLE ACHIEVEMENT	UNACCEPTABLE
<b>PERSONALITY</b> ⇒ Appearance ⇒ Courtesy ⇒ Friendliness	Consistently inspires confidence	Well liked and respected	Usually gets along with others and makes fair impression	Seldom earns respect from others	Creates antagonism
<b>INITIATIVE</b> ⇒ Ingenuity ⇒ Self-reliance ⇒ Ambition	Consistent self-starter	Often keeps self occupied	Goes ahead on routine matters	Seldom goes ahead on own	Never finds anything extra to do
<b>COMMUNICATION</b> ⇒ Listens to and follows directions ⇒ Keeps supervisor informed	Consistently follows directions without need of clarification and supervision	Often follows directions without need of clarification and supervision	Generally follows directions without need of clarification and supervision	Seldom follows directions without need of clarification and supervision	Never follows directions without need of clarification and supervision
<b>RESPONSIBILITY</b> ⇒ Accepts Assignments ⇒ Follows policies	Consistently responsible	Responsible in most instances	Responsible in some instances	Not often responsible	Consistently irresponsible
<b>WORK ATTITUDE</b> ⇒ Has a good attitude toward his/her work	Always likes the work and is energetic	Likes the work and is energetic	Normally likes the work	Seldom likes the work	Never likes the work
<b>QUALITY OF WORK</b> ⇒ Accuracy & Neatness ⇒ Economy	Consistently superior	Sometimes superior	Consistently satisfactory	Often not acceptable	Consistently unsatisfactory
<b>QUANTITY OF WORK</b> ⇒ Productivity ⇒ Time on Task	Consistently exceeds requirements	Often exceeds requirements	Meets requirements	Often below requirements	Consistently below requirements
<b>SAFETY</b> ⇒ Personal Equipment ⇒ Self & Others	Consistently superior safety awareness	Adequate safety awareness	Occasionally lacks safety awareness	Often lacks safety awareness	Consistently unaware of safety
<b>ATTENDANCE</b> ⇒ Punctuality - can be relied on to be at work and on time	Good attendance and always on time	Rarely absent or late	Occasionally absent	Frequently absent or late without good cause	Often absent or late - can't be relied upon
<b>HOUSEKEEPING</b> ⇒ Care of Equipment ⇒ Clean work area ⇒ Clean-up Responsibilities	Consistently superior housekeeping performance	Often exceeds housekeeping requirements	Adequately performs housekeeping requirements	Often fails to perform housekeeping requirements	Never performs housekeeping requirements

Total Points:

Recommended For Continued Employment  Yes  No

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

Dates absent from work: \_\_\_\_\_

Evaluated by: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_