

**Rochester City School District
2017-2018 Work-Based Learning Performance Evaluation**

Student: _____ Employer: _____ Quarter: _____

Evaluation Grading Scale

NA	Unsatisfactory (1)	Needs Improvement (2)	Meets Expectations (3)	Exceeds Expectations (4)
Does not apply	Does not demonstrate the skills required for the position and is in need of a formal plan for improving skills. Additional training needed.	Inconsistently demonstrates the skill needed for the position. Further development is needed.	Demonstrates the skills for the position with rare exceptions. Shows initiative for improving skills.	Consistently demonstrates skills required for the position. Often exceeds expectations and has emerged as a leader of the team.

College & Career Readiness Skills

Rating

Demonstrates employability skills that will help them get a job and meet employer's professional expectations:	
Punctuality: Understands work expectations for punctuality. Arrives on time for work, takes and returns from breaks on time and calls supervisor prior to being late.	
Workplace Appearance: Dresses appropriately for the position and duties. Practices personal hygiene appropriate for position and duties.	
Takes Initiative: Initiates interactions with supervisor for the next task upon completion of previous one.	
Quality of Work: Gives best effort, evaluates own work and utilizes feedback to improve work performance. Strives to meet quality standards and provides optimal customer service.	
Response to Supervision: Accepts direction, feedback and constructive criticism with positive attitude and uses information to improve work performance.	
Resolves Conflict: Identifies the source of conflict, suggests options to resolve it and helps parties reach a mutually satisfactory agreement.	
Knowledge of Workplace: Demonstrates understanding of workplace policy and ethics.	
Demonstrates academic knowledge and skills that meet postsecondary requirements.	
Takes responsibility for learning by identifying one's strengths and weaknesses. Sets goals for learning. Identifies and pursues opportunities for learning. Monitors one's progress toward achieving these goals.	
Solves problems and makes decisions: by identifying the nature of the problem, evaluate various ways of solving the problem and select the best alternative.	
Consistently demonstrates safe practices and healthy relationships.	
Follows safety procedures when performing job duties.	
Shows respect for others' ideas, opinions and racial and cultural diversity.	
Effectively works as a member of a team.	
Properly select, use, store, and maintain all tools, equipment and technology.	
Adequately uses job related equipment and technology to complete job duties.	
Provides maintenance of equipment, reports technology and equipment issues.	

Effectively reads a variety of materials and communicates in a variety of situations.	
Sufficiently uses literacy skills to complete work-related duties.	
Interacts and communicates with others in a friendly and courteous way.	
Understands work expectations for attendance and adheres to them. Notifies supervisor in advance in case of absence or tardiness.	
Accurately solves mathematical calculations, and/or apply geometric concepts, in context.	
Able to use appropriate math skills to complete job related tasks.	
Demonstrates GRIT.	
Perseveres through challenges and does not give up.	
Demonstrates flexibility when nature of work changes.	
Participates fully in task or project from initiation to completion.	

Other Job Related Skills

Rating

Comments:

Employer Signature: _____

Date: ___ / ___ / ___