

# WORK-STUDY PROGRAM



COMMISSION SCOLAIRE CENTRAL QUÉBEC  
CENTRAL QUÉBEC SCHOOL BOARD

## Evaluation

STUDENT	NAME OF COMPANY
STUDENT POSITION	SUPERVISOR
EVALUATION DATES	1 <sup>ST</sup> 2 <sup>ND</sup> 3 <sup>RD</sup> 4 <sup>TH</sup>
SCHOOL	

### LEGEND

1. ALWAYS                      2. OFTEN                      3. SOMETIMES                      4. NEVER                      5. N/A

### A. ATTITUDE

#### 1. PUNCTUALITY

- a) Always on time.....
- b) Sometimes late with valid reason.....

1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>

#### 2. ATTENDANCE

- a) Absent.....
- b) Absent – Informs employer.....

1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>

#### 3. APPEARANCE

- a) Clothes very neat and clean – appropriate for position.....
- b) Appropriate for position.....
- c) Suitable for the job.....

1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>

4. RELATIONS WITH SUPERVISOR

- a) Always shows respect.....
- b) Follows directions.....
- c) Has a positive working relationship.....

1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>

5. RELATIONS WITH WORKERS

- a) Has appropriate working relationships.....

1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>

6. RELATIONS WITH CUSTOMER (CLIENT)

- a) Polite and courteous.....
- b) Accommodates customer needs.....
- c) Deals with customers with ease.....

1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>

7. ABILITY TO FOLLOW DIRECTIONS

- a) Listens and comprehends instructions always.....
- b) Follows directions correctly.....

1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>

8. INTEREST IN WORK

- a) Interested in the job.....
- b) Motivated by the job.....

1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>

9. PRODUCTIVITY

- a) Completes tasks within expected time limit.....

1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>

10. QUALITY OF THE WORK

- a) Works carefully and accurately.....

1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>

11. INITIATIVE

- a) Can determine what needs to be done
- b) Approaches employer with suggestions of tasks which need to be done
- c) Can work without supervision.....
- d) Is able to make decisions independently.....

1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>

COMMENT:

1<sup>ST</sup> Evaluation:

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2<sup>nd</sup> Evaluation:

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3<sup>rd</sup> Evaluation:

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4<sup>th</sup> Evaluation:

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Date

Supervisor's Signature

Student's Signature

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_