



**Seaman High School College & Career Readiness Internship**

**PERFORMANCE EVALUATION SHEET**

STUDENT'S NAME: \_\_\_\_\_

ON-SITE COOPERATING MENTOR: \_\_\_\_\_

SEMESTER: FALL                  SPRING                  (circle one)

The following definitions apply to each factor rated:

- Level 6                  -                  Far exceeds job requirements
- Level 5                  -                  Consistently exceeds job requirements
- Level 4                  -                  Meets and usually exceeds job requirements
- Level 3                  -                  Consistently meets job requirements
- Level 2                  -                  Inconsistent in meeting job requirements
- Level 1                  -                  Does not meet job requirements

**Circle appropriate number.**

**Quality of work**                                  **Level 1                  2                  3                  4                  5                  6**

Extent to which student can be counted upon to carry out tasks to completion.

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Job Cooperation**                                  **Level 1                  2                  3                  4                  5                  6**

Attitude of student; amount of interest and enthusiasm shown in work.

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Ability to work with others****Level 1 2 3 4 5 6**

Extent to which student effectively interacts with others in the performance of his/her job.

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

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**Adaptability****Level 1 2 3 4 5 6**

Extent to which student is able to perform a variety of tasks within the scope of his/her job duties.

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

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**Job Knowledge****Level 1 2 3 4 5 6**

Extent student exhibits a willingness and desire to learn particular job skills.

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

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**Initiative****Level 1 2 3 4 5 6**

Extent to which student is a self-starter in attaining objectives of the job.

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

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**Punctuality**                      **Level 1      2      3      4      5      6**

Extent to which student arrives to the Internship location on time.

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Dependability/Trustworthiness      Level 1      2      3      4      5      6**

Extent to which student is dependable and trustworthy.

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Overall Evaluation of  
Student Performance**

**Level 1      2      3      4      5      6**

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Attendance**      \_\_\_\_\_ Problem                      \_\_\_\_\_ No Problem

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Employment Strengths of Student:**

**(Please provide specific examples of this student's major achievements during this past semester.)**

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**Employment Weaknesses of Student:**

**(How could this student improve his/her job performance?)**

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