# Employer Quarterly Evaluation

Automotive Cooperative Education  Mukwonago High School

Trainee _____ Date _____

Training Location _____

Quarter:  1  2  3  4

| | **Poor** | **Fair** | **Good** | **Excellent** |
|---|---|---|---|---|
| **Punctuality** | Not dependable | Frequently late | Usually on time | Always on time |
| **Appearance** | Not appropriate – dress/grooming needs attention | Dresses adequately for job; appearance could use attention | Dresses well; good appearance | Dress and grooming always appropriate for workplace |
| **Quality of Work** | Careless, work only passable, makes mistakes often. | Generally follows instructions, needs occasional follow-up | Does good work, seldom makes errors | Consistently does an excellent job, errors are rare. |
| **Quantity of Work** | Slow, output is frequently below required amount | Turns out the required amount; seldom more | Fast, usually does more than is expected | Output is excellent – work complete ahead of schedule |
| **Initiative** | Does only what is told; cannot see what needs to be done | Does only work he/she enjoys; constant supervision required | Able to get started and maintain interest without undue urging. | Frequently asks for additional work and sees opportunities for work that needs completion |
| **Attitude toward job/company** | Shows little interest – not especially cooperative | Usually cooperates but with some reluctance to accept suggestions | Ready to try new ideas; very cooperative | Exceptionally good team worker; positive company attitude |
| **Relations with Public** | Receives complaints from customers and is not concerned about it; uses little tact | Little interest in maintaining good customer relations.<br><br>Few complaints | Courteous and helpful to public; uses tact and diplomacy. Complaints are rare; some compliments | Relations with the public exceptional. No complaints; many compliments |
| **Willingness to Learn** | Not a willing starter; waits to be told exactly what to do | Asks questions but does not carry over from day to day. Does not use available resources | Asks necessary questions to do a specific job; uses resources well | Inquisitive, asks questions which are related to work; is able to think critically |

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|---|---|---|---|---|
| **Ability to take Criticism** | Has a bad attitude; does not respond well to criticism | Occasionally flares up, temper unpredictable | Calm and colleted under most circumstances; even tempered | Mature; accepts responsibility; positive attitude |
| **Judgment** | Poor decision-making skills | Occasionally makes questionable decisions | Judgment rarely questioned when handling situations | Handles situations exceptionally well |

**Overall Suggested Grade _____**

A = excellent; B = good, some room for improvement; C=average, could improve in a few major areas; D = poor, could improve in a variety of areas;

F = unacceptable/inappropriate behavior

Employer's Signature: _____

Date _____

Student's Signature: _____

Date _____