

HORIZON OFF CAMPUS EDUCATION
WORK EXPERIENCE Evaluation Form

Student: _____

Workplace: _____

Employer, please evaluate your work experience student based on the following criteria:

LEGEND:

- 4 indicates an employee who **meets all** employee performance standards
- 3 indicates an employee who is **meeting most** employee performance standards
- 2 indicates an employee who is **meeting some** employee performance standards
- 1 indicates an employee who is **beginning to meet** some employee performance standards

Personal and Social Qualities

Functions as a team player	4	3	2	1
Accepts advice and feedback	4	3	2	1
Reliable	4	3	2	1
Notifies if will be absent	4	3	2	1

Signatures:

Employer/Supervisor

Comments:

Work Qualities and Habits

Is punctual	4	3	2	1
Shows interest in learning new skills	4	3	2	1
Accepts responsibility	4	3	2	1
Able to solve problems	4	3	2	1

Vocational & Safety Skills

Completes work consistently and conscientiously	4	3	2	1
Demonstrates proper use of equipment and tools	4	3	2	1
Completes tasks on time	4	3	2	1
Maintains a safe workplace environment	4	3	2	1

If you have any questions or concerns please contact Heather Brantner @ heather.brantner@horizon.ab.ca or 587-370-7187

Communications Skills

Good communicator with supervisors	4	3	2	1
Listens and follows instructions	4	3	2	1
Asks for assistance when needed	4	3	2	1

Cell Phone

Appropriate cell phone usage while at work	4	3	2	1
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Total /64