



# WORK-BASED LEARNING EXPERIENCE EVALUATION OF STUDENT BY FIELD SITE SUPERVISOR

STUDENT \_\_\_\_\_ FIELD SITE \_\_\_\_\_

FIELD SITE SUPERVISOR \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

**Instructions:** Check ✓ the descriptor that best describes the student's performance. Comments are appreciated.

**\*\*\* PLEASE DISCUSS THIS EVALUATION WITH THE STUDENT \*\*\***

### QUALITY OF WORK

Unsatisfactory	Marginal	Acceptable	Commendable	Outstanding
Poor quality of work; continually makes errors; requires excessive checking and rework.	Careless; inclined to make mistakes; work barely acceptable.	Meets minimum requirements of accuracy and neatness; average quality of work needs normal supervision.	Exceeds minimum requirements of accuracy and neatness; very few errors; carries out instructions well; needs little supervision.	Consistent high degree of accuracy and neatness; work can be relied upon; very little rework; seldom needs supervision.
<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4

Comments:

### QUANTITY OF WORK

Unsatisfactory	Marginal	Acceptable	Commendable	Outstanding
Slow worker. Does very little work; wastes time.	Works at a slow pace. Needs encouraging and urging.	Works at a steady pace. Meets minimum requirements.	Works fast. Often exceeds requirements.	Very fast and prompt worker. Consistently exceeds requirements.
<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4

Comments:

### ATTENDANCE

Unsatisfactory	Marginal	Acceptable	Commendable	Outstanding
Often absent or tardy. Does not report absence or tardiness in advance. Very undependable.	Erratic in attendance and punctuality. Seldom reports absence or tardiness in advance. Not dependable.	Occasionally absent or tardy. Reports absence or tardiness in advance.	Seldom absent or tardy. Always reports absence or tardiness in advance. Dependable.	Excellent attendance record. Always at work and on time. Very dependable.
<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4

Comments:

**JOB KNOWLEDGE**

<b>Unsatisfactory</b> Definite lack of knowledge. Very little understanding of job duties. Needs considerable instructions. <input type="checkbox"/> 0	<b>Marginal</b> Inadequate knowledge of duties. Understanding of job duties not sufficient. <input type="checkbox"/> 1	<b>Acceptable</b> Has adequate knowledge of duties. Needs little additional instruction. <input type="checkbox"/> 2	<b>Commendable</b> Good knowledge of duties. Well informed. Occasionally needs direction. <input type="checkbox"/> 3	<b>Outstanding</b> Excellent understanding of job assignments. Requires very little direction. Extremely capable. <input type="checkbox"/> 4
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Comments:

**VERSATILITY**

<b>Unsatisfactory</b> Seems unable to learn new tasks. Cannot adjust from one job to another. Resists change. <input type="checkbox"/> 0	<b>Marginal</b> Learns new tasks slowly. Has difficulty in understanding and going from one assignment to another. <input type="checkbox"/> 1	<b>Acceptable</b> Neither slow nor fast. Able to perform several related tasks. Handles new assignments with some difficulty. <input type="checkbox"/> 2	<b>Commendable</b> Catches on fast. Learns new tasks easily. Handles new assignments with minimum amount of difficulty. <input type="checkbox"/> 3	<b>Outstanding</b> Very adaptable and flexible. Masters new tasks easily. Handles various assignments without difficulty. <input type="checkbox"/> 4
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Comments:

**INITIATIVE/SELF CONFIDENCE**

<b>Unsatisfactory</b> Never volunteers to undertake work. Requires constant prodding to do work. <input type="checkbox"/> 0	<b>Marginal</b> Needs some prodding to do work. Dislikes responsibilities. Has very little drive. <input type="checkbox"/> 1	<b>Acceptable</b> Seldom seeks new tasks. Will accept responsibilities when necessary, but does not go out of way. <input type="checkbox"/> 2	<b>Commendable</b> Occasionally seeks new tasks. Works well when given responsibility. Makes occasional suggestions. <input type="checkbox"/> 3	<b>Outstanding</b> Definitely a self-starter. Goes out of way to accept responsibility. <input type="checkbox"/> 4
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Comments:

**WORKING RELATIONSHIPS**

<b>Unsatisfactory</b> Does not cooperate. Resents supervision. Gets along poorly with other workers. <input type="checkbox"/> 0	<b>Marginal</b> Lacks interest in assignments; shows reluctance to cooperate. <input type="checkbox"/> 1	<b>Acceptable</b> Assumes share of work. Usually good team player. Cooperates with other workers. <input type="checkbox"/> 2	<b>Commendable</b> Is responsive and cooperates well. Always ready to do his/her share willingly. <input type="checkbox"/> 3	<b>Outstanding</b> Tactful and courteous. Very effective in dealing with co-workers. Does full share in department. Loyal worker. <input type="checkbox"/> 4
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Comments:

**OBSERVANCE OF COMPANY GUIDELINES AND CODE OF CONDUCT**

<b>Unsatisfactory</b>	<b>Marginal</b>	<b>Acceptable</b>	<b>Commendable</b>	<b>Outstanding</b>
Does not follow policies and procedures. Creates an unsafe or insecure environment.	Does not consistently follow policies and procedures. Is sometimes unsafe.	Usually follows policies and procedures. Cooperates in promoting a safe, secure, harassment-free environment.	Consistently follows policies and procedures. Actively participates in promoting a safe, secure, harassment-free environment.	Always follows policies and procedures. Takes the initiative to promote a safe, secure, harassment-free environment.
<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4

Comments:

**APPEARANCE/PERSONAL HYGIENE**

<b>Unsatisfactory</b>	<b>Marginal</b>	<b>Acceptable</b>	<b>Commendable</b>	<b>Outstanding</b>
Different from the workplace norm - e.g. clothing is dirty, wrinkled, not appropriately fitted, too casual, too revealing; hair and fingernails are unkempt.	Sometimes acceptable for the position, and other times unsatisfactory.	Acceptable, but not always professional – tends toward casual appearance, although neat and clean.	Appropriately dressed for the position with clean and neat clothing.	Professionally dressed. Exceeds expectations for the position.
<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4

Comments:

**ACHIEVED LEARNING OBJECTIVES**

<b>Unsatisfactory</b>	<b>Marginal</b>	<b>Acceptable</b>	<b>Commendable</b>	<b>Outstanding</b>
Did not implement steps to accomplish any of the learning objectives outlined in the Work-Based Learning Experience Plan.	Accomplished one of the learning objectives outlined in the Work-Based Learning Experience Plan.	Accomplished two of the learning objectives outlined in the Work-Based Learning Experience Plan and measured the results.	Accomplished all three of the learning objectives outlined in the Work-Based Learning Experience Plan and measured the results.	Accomplished all three of the learning objectives outlined in the Work-Based Learning Experience Plan, acquired additional skills/knowledge, and measured the results of each.
<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4

Comments:

**ADDITIONAL COMMENTS:**

Field Site Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

**For College Use Only**

Total Score \_\_\_\_\_  
Overall Score \_\_\_\_\_

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