

# Arapahoe Public Schools- School to Work Evaluation Form

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_

Site: \_\_\_\_\_

Evaluator's Name: \_\_\_\_\_

Behaviors and skills considered essential for successful employment are listed below.  
Please rate the student on the following 7-point scale.

## **Rate Interpretation**

- |                     |   |
|---------------------|---|
| 1 – Unsatisfactory  | - clearly does not meet expectations      |
| 2 – Poor            | - barely meets expectations               |
| 3 – Fair            | - less than adequately meets expectations |
| 4 – Satisfactory    | - meets most expectations                 |
| 5 – Good            | - meets expectations                      |
| 6 – Very Good       | - exceeds most expectations               |
| 7 – Excellent       | -exceeds expectations                     |
| NA – Not Applicable |   |

## **Social Skills**

(circle one)

- |   |   |   |   |   |   |   |   |     |
|---|---|---|---|---|---|---|---|-----|
| 1. Grooming and Personal Hygiene:<br>dresses appropriately, clean, neat, eats<br>appropriately.           | 1 | 2 | 3 | 4 | 5 | 6 | 7 | N/A |
| 2. Attendance: regular, punctual, calls in<br>when absent.  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | N/A |
| 3. Communicates with others initiates and<br>returns greetings smiles, laughs, talk is<br>not disruptive. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | N/A |
| 4. Makes Contact with Supervisor asks<br>questions, seeks help, feedback                                  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | N/A |
| 5. Cooperates with Supervisor- Co-<br>workers: accepts direction, criticism,<br>respects authority        | 1 | 2 | 3 | 4 | 5 | 6 | 7 | N/A |
| 6. Uses Break Time Appropriately leaves<br>and returns on time, uses employee<br>break room or area       | 1 | 2 | 3 | 4 | 5 | 6 | 7 | N/A |

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## VOCATIONAL SKILLS

(circle one)

- |  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | N/A |
|--|---|---|---|---|---|---|---|-----|
| 1. Produces at an Acceptable Level: completes assigned tasks without prompting, work rate improves with practice, works within time limits |   |   |   |   |   |   |   |     |
| 2. Works Continuously: stays on task, not easily distracted, keeps busy, finds work to do  |   |   |   |   |   |   |   |     |
| 3. Does Quality Work: is thorough, corrects mistakes   |   |   |   |   |   |   |   |     |
| 4. Follows Directions: learns job task routine, corrects own mistakes, learns new tasks  |   |   |   |   |   |   |   |     |
| 5. Observes Safety Precautions / Rules   |   |   |   |   |   |   |   |     |

## Special Job Objective(s)

- |          |   |   |   |   |   |   |   |     |
|----------|---|---|---|---|---|---|---|-----|
| 1. _____ | 1 | 2 | 3 | 4 | 5 | 6 | 7 | N/A |
| 2. _____ | 1 | 2 | 3 | 4 | 5 | 6 | 7 | N/A |

Project staff/trainers are present

- ☐ An appropriate amount of time  
☐ To little according to students need  
☐ Too often

Do project staff in any way interfere with your supervision or plans for the employee?

- (a) no  
 (b) yes

If yes, please briefly describe: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_