

Career and Community Experience Evaluation Form—General

Student: _____

Course: _____

Teacher: _____

School: _____

Dates of Placement—Evaluation Time Frame:
 from: _____
 to _____ 20____

Community site:

Tel: _____
 Fax: _____

Supervisor:

Type of Placement:

Please evaluate this student in the sections that are applicable to this type of placement and discuss this evaluation with the student.

Please indicate your level of satisfaction with the student's participation in the career and community placement experience by placing an (X) in the appropriate box.

	5	4	3	2	1	n/a
Evaluation Criteria	Strongly Agree	Agree	Ambivalent	Disagree	Strongly Disagree	
Personal Management Skills						
The student interacts well with others.						
The student demonstrates reliable behaviour patterns in attendance and punctuality.						
The student demonstrates a positive attitude toward the job and the organization.						
The student is able to determine when to ask for help and when to complete the task independently.						
The student is able to learn new skills.						
The student's appearance, personal neatness, and grooming are appropriate.						
The student has demonstrated the ability to orally give and exchange thoughts and information about the on-site experiences.						
The student has demonstrated the ability to listen and clarify thoughts and information sent out by others.						

Career and Community Experience Evaluation Form—General (2)

Please indicate your level of satisfaction with the student’s participation in the career and community experience by placing an (x) in the appropriate box.

	5	4	3	2	1	n/a
Evaluation Criteria Employability Skills	Strongly Agree	Agree	Ambivalent	Disagree	Strongly Disagree	
The student is respectful of others.						
The student has demonstrated honesty and integrity at the community location.						
The student accepts constructive criticism.						
The student demonstrates the ability to adapt to new tasks/situations.						
The student shows initiative (is a self-starter) while learning and working on tasks.						
The student stays on task and completes assignments in a responsible way.						
The student demonstrates the ability to make difficult decisions in a timely manner.						
The student is able to function effectively under pressure and maintain self-control in the face of hostility or provocation.						
The student understands and follows safety procedures.						
The student has gained knowledge and technical expertise commensurate with the time spent at the work site.						

Strengths/Abilities	Areas Requiring Improvement
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Comments

Career and Community Experience Evaluation Form—General (3)

	5	4	3	2	1	n/a
Evaluation Criteria Other Essential Skills	Strongly Agree	Agree	Ambivalent	Disagree	Strongly Disagree	
The student reads and understands information from print and digital sources.						
The student reads and uses information from a variety of displays (e.g., graphs, tables, schematics).						
The student demonstrates responsible use of technology and digital media.						
The student is able to use numbers and to apply, interpret, and communicate mathematical information.						
The student is able to use a computer and standard software packages (e.g., word processing, email, spreadsheets) to communicate.						
The student is able to convey information effectively using handwritten or typed/keyed text.						
The student demonstrates thinking skills such as problem-solving skills and decision-making skills.						
The student exchanges thoughts and information with others orally.						
The student is able to complete tasks independently.						
The student is able to plan, organize, and effectively implement tasks and projects.						
The student works as part of a team, accomplishing tasks through cooperative efforts.						
The student demonstrates the ongoing process of acquiring skills and knowledge.						
The student is aware of and sensitive to cultural differences.						

Note: Also use Career and Community Experience Evaluation Form—Specific Skills when students participate in longer term placements.

This evaluation has been discussed with the student participating in the program. Yes/No

Community Supervisor _____
(signature) (date)

Teacher/Monitor _____
(signature) (date)

Student _____
(signature) (date)

Parent/Guardian _____
(signature) (date)

Community Supervisor Comments:

Teacher/Monitor Comments:

Student Comments:

Sample