

## 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
<b>Evaluation Criteria</b>	Strongly Agree	Agree	Okay	Disagree	Strongly Disagree	
<b>Personal Management Skills</b>						
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
<b>Evaluation Criteria</b> <b>Employability Skills</b>	Strongly Agree	Agree	Okay	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 considerable knowledge and technical expertise.						

Strengths/Abilities:	Areas Requiring Improvement:
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Comments:
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Career and Community Experience Evaluation Form—General (3)

	5	4	3	2	1	n/a
<b>Evaluation Criteria</b> <b>Other Essential Skills</b>	Strongly Agree	Agree	Okay	Disagree	Strongly Disagree	
The student reads and uses information from textual and digital sources.						
The student reads and uses a variety of information displays (e.g., graphs, tables, schematics).						
The student demonstrates responsible use of technology and digital media.						
The student is able to read numbers and think in terms of quantities.						
The student is able to use a computer and standard software packages (e.g., word processing, email, spreadsheets).						
The student is able to think analytically, conceptually, and strategically.						
The student demonstrates problem-solving skills.						
The student demonstrates decision-making ability.						
The student is able to gather and disseminate diagnostic information.						
The student is able to plan, organize, and effectively implement tasks and projects.						
The student is willing and able to learn independently.						
The student is able to express ideas clearly and persuade intended audiences using the written word.						
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