



End of Term Assessment- Due:

Name of Student: _____ Date completed: _____ Business: _____

Completed by: _____ Relationship to Student: _____

PLEASE EVALUATE THIS WORK EXPERIENCE STUDENT AS YOU WOULD A NOVICE EMPLOYEE

Scale: C –consistently U –usually S -sometimes R –rarely N/A -not applicable

Reliability, Punctuality, Work Space Awareness	Evaluation	Observations / Comments
Student attends work regularly		
Student arrives at work on time		
Student informs employer if unable to go to work		
Student can find their way around work site independently		

Hygiene, Dress	Evaluation	Observations / Comments
Student wears clothes appropriate for work and weather		
Student arrives well-groomed for work		
Student wears clothes that are clean		
Student's hair is clean and combed		

Communication	Evaluation	Observations / Comments
Student follows directions from supervisor		
Student asks questions if unsure or needs help		
Student can follow single-step verbal or written directions		
Student can follow multi-step verbal or written directions		

Scale: C –consistently U –usually S -sometimes R –rarely N/A -not applicable

Social Interactions	Evaluation	Observations / Comments
Student exhibits socially appropriate behaviour		
Student is able to work with others		
Student respects the thoughts and opinions of others		
Student maintains eye contact when speaking or being spoken to		
Student initiates social interactions		

On Task / Work Completion / Independence	Evaluation	Observations / Comments
Student remains on task		
Student remains on task independently, without prompting		
Student moves willingly from one task to another		
Student seeks out work as needed		
Student completes assigned tasks		
Student completes assigned tasks without assistance		

Workplace Safety	Evaluation	Observations / Comments
Student exhibits safety awareness		
Student demonstrates proper caution around equipment / tools		
Student demonstrates correct safety procedures at all times		
Student regularly wears required safety equipment		

Growth & Continued Challenges - Next Steps for Goal Setting

Growth

Can you identify employability skills where growth is evident? Please provide 1 or 2 examples.

Continued Challenges

Can you identify employability skills that should continue to be a focus for this student? Please provide 1 or 2 examples?

Next Steps....

Given your on-site observations, what do you believe are realistic next steps for this student?

