

# WORK EXPERIENCE EVALUATION

Delaware - Chenango - Madison - Otsego BOCES

WORK EXPERIENCE  
NUMBER

Name \_\_\_\_\_ Home School \_\_\_\_\_  AM  PM

Employer \_\_\_\_\_ Course \_\_\_\_\_

Job Title \_\_\_\_\_ Quarter 1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_ 4th \_\_\_\_\_ Summer \_\_\_\_\_

Date Started \_\_\_\_\_ Dated Ended \_\_\_\_\_ Type of W/E \_\_\_\_\_

**EMPLOYER PLEASE READ BEFORE APPRAISING STUDENT**

*This is an appraisal form for a student participating under you, in a work experience program. BASED ON WHAT YOU EXPECT FROM AN ENTRY LEVEL EMPLOYEE, please rate the student. If possible, share this review with the student, to assist him/her in the development of appropriate employability and job skills.*

Employability Skills	Excellent	Acceptable	Not There Yet	Not Applicable	Comments
<b>Basic Skills:</b> Such as reads, writes, performs arithmetic and mathematical operations, listens and speaks well.					
<b>Thinking Skills:</b> Such as thinks creatively, makes decisions, solves problems, visualizes, knows how to learn and reason.					
<b>Personal Qualities:</b> Such as displays responsibility, self-esteem, sociability, self-management, integrity and honesty.					
<b>Resources:</b> Identifies, organizes, plans and allocates use of resources.					
<b>Interpersonal:</b> Works well with others.					
<b>Information:</b> Acquires and uses information.					
<b>System:</b> Understands social, organizational and technological systems.					
<b>Technology:</b> Works with a variety of technologies.					
<b>Attendance:</b> Followed job attendance requirements.					

*Please make comments on strengths and/or limitations, special jobs performed, information checked above, etc.*

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Employer's Signature \_\_\_\_\_ Date \_\_\_\_\_

WHITE: Coordinator      GREEN: Student / Parent      YELLOW: Home School      PINK: Instructor      GOLD: Employer