



Buffalo Trail Public Schools
Final Student Self-Evaluation
 (Off-Campus Program)

Student's Name _____ Date: _____

Employer _____

Please rate yourself by circling the number that best describes your performance at this job.

RATING SCALE: 5 - Excellent, 4 - Very Good, 3 - Satisfactory, 2 - Needs Improvement, 1 - Unsatisfactory

RESPONSIBILITY	RATING
• Punctuality	5 4 3 2 1
• Attendance	5 4 3 2 1

PERSONAL QUALITIES AND WORK HABITS	RATING
• Cooperation – ability to work with others	5 4 3 2 1
• Adaptability – ability to adapt to new tasks or situations	5 4 3 2 1
• Willingness to accept suggestions for improvement	5 4 3 2 1
• Practices self-control	5 4 3 2 1
• Reliability – completes tasks on time, can be depended upon	5 4 3 2 1
• Initiative – eager to learn, seeks additional work	5 4 3 2 1
• Demonstrates interest and enthusiasm for the job	5 4 3 2 1
• General grooming and appearance	5 4 3 2 1

EXECUTION OF WORK DUTIES	RATING
• Ability to learn and complete tasks as outlined	5 4 3 2 1
• Tools and equipment used in an effective and safe manner	5 4 3 2 1
• Neatness of work, keeping a neat workspace	5 4 3 2 1
• Speed of work – performs work quickly and correctly	5 4 3 2 1
• Application to job – works consistently and conscientiously	5 4 3 2 1

(continued)

Other Information

1. My strong points as an employee (outstanding traits, talents, or abilities not cited elsewhere):

2. Work place skills that I must work to improve:

3. Other Comments:



Evaluation completed by: _____

Date: _____

School: _____

Business Name: _____

Signatures:

Student

Off-Campus Teacher