

EMPLOYER EVALUATION OF STUDENT

Student's Name: _____

School: Saint Oscar Romero Catholic High School

Note to Employer:

Evaluate this student as you would a novice worker in your employ.

A description of each of the employability skills is located on the following page of this form.

Notably, not all skills are applicable.

Employability Skills	Excellent	Proficient	Adequate	Limited	Not Yet Demonstrated (ND) or Not Applicable (NA)
Verbal communication	The student communicates affectively with an engaging and confident tone.	The student communicates clearly with a well-considered tone.	The student communicates sufficiently with an appropriate tone.	The student's communication is incomplete and/or has an ineffective tone.	
Written communication	The student's writing demonstrates confident control of correct sentence construction, usage, grammar, and mechanics.	The student's writing demonstrates competent control of correct sentence construction, usage, grammar, and mechanics.	The student's writing demonstrates control of the basics of correct sentence construction, usage, grammar, and mechanics.	The student's writing demonstrates faltering control of correct sentence construction, usage, grammar, and mechanics.	
Willingness to learn	The student effectively demonstrates learning.	The student demonstrates learning.	The student demonstrates a willingness to learn.	The student does not demonstrate a willingness to learn.	
Self-confidence	The student consistently demonstrates self-confidence.	The student usually demonstrates self-confidence.	The student sometimes demonstrates self-confidence.	The student rarely demonstrates self-confidence.	
Ability to set and obtain goals	The student effectively sets goals and obtains them.	The student sets goals and obtains them.	The student sets goals and sometimes obtains them.	The student rarely sets goals and rarely obtains them.	
Accountability for actions	The student is consistently accountable for their actions.	The student is usually accountable for their actions.	The student is sometimes accountable for their actions.	The student is not accountable for their actions.	
Personal ethics (honesty, etc.)	The student always demonstrates personal ethics.	The student reliably demonstrates personal ethics.	The student usually demonstrates personal ethics.	The student does not demonstrate personal ethics.	
Initiative	The student effectively takes initiative.	The student usually takes initiative.	The student sometimes takes initiative.	The student does not take initiative.	
Ability to think critically	The student effectively demonstrates the ability to think critically.	The student usually demonstrates the ability to think critically.	The student sometimes demonstrates the ability to think critically.	The student does not demonstrate the ability to think critically.	
Effective technology use	The student effectively uses technology.	The student is able to use technology.	The student can use some technology.	The student cannot use technology.	
Creativity	The student is very creative and able to use it to benefit the workplace.	The student is creative and uses it to contribute to the workplace.	The student is sometimes creative and it could be of benefit to the workplace.	The student is not creative.	

Performs tasks safely	The student always performs tasks safely.	The student consistently performs tasks safely.	The student usually performs tasks safely.	The student sometimes performs tasks safely.	
Respectful of diversity	The student always demonstrates attitudes that show respect for diversity.	The student consistently demonstrates attitudes that show respect for diversity.	The student usually demonstrates attitudes that show respect for diversity.	The student does not demonstrate attitudes that show respect for diversity.	
Cooperative (a team player)	The student is able to cooperate effectively with their workplace team.	The student is able to cooperate most of the time with their workplace team.	The student is able to cooperate some of the time with their workplace team.	The student does not cooperate with their workplace team.	

OVERALL RATING	Excellent	Proficient	Adequate	Needs Improvement

Has this report been discussed with the student?

Yes _____ No _____

Recommendations for improvement: _____

Student's Signature

Supervisor's Signature

DESCRIPTION OF EMPLOYABILITY SKILLS

The following is a description of the employability skills appearing on the rubric.

Verbal communication	Understands and speaks the language in which the business is conducted, including proper use of specialized terminology.
Written communication	Writes effectively in the language in which the business is conducted, including proper use of specialized terminology.
Willingness to learn	Shows a positive attitude toward learning and lifelong learning.
Self-confidence	Shows faith in himself or herself to do the job well. Shows an increasing ability to handle constructive criticism.
Ability to set and obtain goals	Demonstrates an ability to set goals and priorities in work and personal life, and shows an ability to manage time and other factors to achieve these goals.
Accountability for actions	Assumes responsibility for actions he or she takes, and deals effectively with the consequences.
Personal ethics	Demonstrates honesty and a morality that is consistent with expected behaviour at the workplace, including confidentiality (if required).
Initiative	Demonstrates an ability to begin new tasks when it is appropriate to do so, and shows energy and persistence to get the job done.
Ability to think critically	Sees issues clearly and truly in order to judge them fairly, and acts logically to evaluate situations, solve problems, and make decisions.
Uses technology effectively	Is able to learn how to use the technology of the business, and makes appropriate decisions while using it.
Creativity	Is able to suggest new or innovative ideas to get the job done when the situation warrants it. Also implies the enterprising entrepreneurial spirit.
Performs tasks safely	Wears appropriate safety gear, and acts responsibly and safely toward self and others.
Respectful of diversity	Recognizes and respects people's diversity and individual differences.
Cooperative (a team player)	Is able to understand and work within the culture of the group and exercise "give and take" to achieve group results.