

(Internship / Practicum)

WORK STUDY APPLICATION FORM Page 7

(Internship / Practicum)

Student Log Reflection/Evaluation – Pine Grove Area High School

Use additional paper as needed, list in complete sentences.

What job skills did you need to successfully complete your job?

What job skills did you learn while working at your job?

What other things did you learn from your experience that will help you in future jobs or careers?

Student Signature: _____

Date: _____

WORK STUDY APPLICATION FORM Page 8

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Employer/Employee Evaluation - Pine Grove Area High School

Student Name: _____ **Job Description:** _____

Business Name: _____ **Evaluation Date:** _____

Rating Scale:

- 4 = Better than average employee 3 = Competitive with average employee
 2 = Requires more attention than average 1 = Has not developed ability
 N/A = Not Applicable

WORK HABITS AND SKILLS	RATING
Attendance: Prompt and dependable.	
Attitude: Shows interest and pride in his/her work.	
Appearance: Neat, clean and wears appropriate clothing.	
Social Skills: Gets along with others, cooperates, demonstrates maturity.	
Initiative: Self -starter, goes on to the next step or asks for additional tasks.	
Accepts Constructive Criticism: Takes suggestions for improvement in stride and tries to improve.	
Problem Solving Skills: Makes appropriate decisions when needed.	
On Task: Pays attention to the task, even when the task is undesirable.	
Quality: Completes tasks to acceptable level.	
Speed: Works fast enough to keep up with other workers.	
Follows Instructions: Does tasks as assigned.	
Remembers Instructions: Performs routine on a daily basis without prompting.	
Communication: Asks job specific questions and interacts appropriately.	
Follows Rules: Obeys all regulation and safety rules.	
Use of Equipment: Uses and cares for equipment.	
Independence: Able to work without supervision.	
Improvement: Has improved at job since their beginning date.	
Overall Performance: Compared to other employees, this student is?	
Future Employment (<i>Circle one</i>): Recommend Not Recommend Reasons:	
Overall Total:	

(Please Print)

Supervisor Name: _____

Supervisor Signature: _____