

## SUPERVISOR'S EVALUATION

100 points Required to pass course. **Due: May 6 by noon. NOT ACCEPTED LATE!**  
 Office: Room 1811 Phone: (707) 864-7139 Fax: (707) 646-2080 E-mail: debra.berrett@solano.edu

Student: \_\_\_\_\_ Check one: 090 091 OCED units: **1 2 3 4 5 6**  
 Worksite supervisor: \_\_\_\_\_ Supervisor phone#: \_\_\_\_\_  
 Company: \_\_\_\_\_ Student phone#: \_\_\_\_\_  
 Company address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Agreement: The undersigned worksite supervisor and student agree with the validity of the objectives listed below and that the scores recorded reflect the true value and performance of the student at the work place. Not passing an objective means the unit is not earned.

Objective Number	<b>Student - copy your objectives from your Objectives Worksheet here.</b> This MUST match your original objectives. One word descriptors will be rejected.	<b>Supervisor - evaluate the objectives on a scale of 0-10 in the boxes to the right.</b>	
1	TO: _____	9-10 Excellent 6-8 Good 4-5 Fair 0-3 Needs Improvement	
2	TO: _____		
3	TO: _____		
4	TO: _____		
5	TO: _____		
6	TO: _____		

### Attitude—Application to Work

- \_\_\_\_\_ Outstanding in enthusiasm
- \_\_\_\_\_ Very interested and industrious
- \_\_\_\_\_ Average in diligence and interest
- \_\_\_\_\_ Somewhat indifferent
- \_\_\_\_\_ Definitely not interested

### Dependability

- \_\_\_\_\_ Completely dependable
- \_\_\_\_\_ Above average in dependability
- \_\_\_\_\_ Usually dependable
- \_\_\_\_\_ Sometimes neglect/careless
- \_\_\_\_\_ Unreliable

### Relations with Others

- \_\_\_\_\_ Exceptionally well accepted
- \_\_\_\_\_ Works well with others
- \_\_\_\_\_ Gets along satisfactorily
- \_\_\_\_\_ Difficulty working with others
- \_\_\_\_\_ Works very poorly with others

### Initiative

- \_\_\_\_\_ Proceeds well on his/her own
- \_\_\_\_\_ Goes ahead independently at times
- \_\_\_\_\_ Does all assigned work
- \_\_\_\_\_ Hesitates
- \_\_\_\_\_ Must be pushed frequently

### Leadership

- \_\_\_\_\_ Extremely influential on others
- \_\_\_\_\_ Influences others
- \_\_\_\_\_ Does not influence others
- \_\_\_\_\_ Can be influenced by others
- \_\_\_\_\_ Easily influenced by others

### Judgment

- \_\_\_\_\_ Exceptionally mature
- \_\_\_\_\_ Above average
- \_\_\_\_\_ Usually makes right decisions
- \_\_\_\_\_ Often poor judgment
- \_\_\_\_\_ Consistently bad judgment

### Ability to Learn

- \_\_\_\_\_ Learned work exceptionally well
- \_\_\_\_\_ Learned work easily
- \_\_\_\_\_ Average in understanding work
- \_\_\_\_\_ Rather slow in learning
- \_\_\_\_\_ Very slow to learn

### Quality of Work

- \_\_\_\_\_ Excellent
- \_\_\_\_\_ Very Good
- \_\_\_\_\_ Average
- \_\_\_\_\_ Below Average
- \_\_\_\_\_ Very Poor

### Personal Appearance

- \_\_\_\_\_ Extremely well groomed
- \_\_\_\_\_ Well groomed
- \_\_\_\_\_ Appropriately groomed
- \_\_\_\_\_ Should improve
- \_\_\_\_\_ Poorly groomed

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
OCED Instructor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

NOTE: Required to pass the course **Due: May 6 by noon.** Not accepted late!

Submit original to OCED Instructor Keep a copy for your files Provide a copy to your supervisor. We may contact supervisor to verify score noted on this sheet.

