

# Old Colony Regional Vocational Technical High School District

476 North Avenue  
Rochester, MA 02770-1899

Telephone: (508) 763-8011 - Fax: (508) 763-9821 - Email =

## Cooperative Education Program Student Evaluation Form

Student Name:  Shop:

**To the Employer:** Complete Yellow High Lighted Sections in this form at the end of each two week co-op cycle. Email completed form to the Shop Instructor. Thank You.

		Daily Hours Worked											
Month												Year	
		1	2	3	4	5	Week's Totals	6	7	8	9	10	Week's Totals
Week's Dates	→												
Daily Hours Worked	→						0						0

Please evaluate the trainee by placing a number in the box that best describes their job performance.

**Please use the following grade scale of 1-4 for each characteristic.**

<b>4</b>	<b>Excellent</b>	Total Score to grade: <table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="padding: 2px;">43-44</td><td style="padding: 2px;">A+</td> <td style="padding: 2px;">36-37</td><td style="padding: 2px;">B+</td> <td style="padding: 2px;">25-29</td><td style="padding: 2px;">C+</td> <td style="padding: 2px;">11-18</td><td style="padding: 2px;">D</td> </tr> <tr> <td style="padding: 2px;">41-42</td><td style="padding: 2px;">A</td> <td style="padding: 2px;">33-35</td><td style="padding: 2px;">B</td> <td style="padding: 2px;">22-24</td><td style="padding: 2px;">C</td> <td colspan="2" style="padding: 2px;">10 or below</td><td style="padding: 2px;">F</td> </tr> <tr> <td style="padding: 2px;">38-40</td><td style="padding: 2px;">A-</td> <td style="padding: 2px;">30-32</td><td style="padding: 2px;">B-</td> <td style="padding: 2px;">19-21</td><td style="padding: 2px;">C-</td> <td colspan="2"></td><td></td> </tr> </table>										43-44	A+	36-37	B+	25-29	C+	11-18	D	41-42	A	33-35	B	22-24	C	10 or below		F	38-40	A-	30-32	B-	19-21	C-				<b>Cycle Grade</b>
43-44	A+											36-37	B+	25-29	C+	11-18	D																					
41-42	A											33-35	B	22-24	C	10 or below		F																				
38-40	A-											30-32	B-	19-21	C-																							
<b>3</b>	<b>Good</b>	<b>0</b>																																				
<b>2</b>	<b>Fair</b>																																					
<b>1</b>	<b>Poor</b>																																					

Characteristics	Score (1-4)
ACCURACY OF WORK	
CARE OF WORKING AREA	
USE OF MATERIAL & EQUIPMENT	
ATTITUDES TOWARD WORK	
SPEED IN PERFORMING DUTIES	

Characteristics	Score (1-4)
JOB LEARNING AND APPLICATION	
RESPONSIBILITY	
INITIATIVE	
ATTITUDE TOWARDS CO-WORKERS	
ATTITUDE TOWARDS SUPERVISORS	
PERSONAL APPEARANCE	

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_