



STUDENT NAME: _____

PROGRAM: _____

STUDENT SECTION

DAY	START	END	HOURS
Monday	Must check in with Lab instructor		
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
TOTAL HOURS FOR THE WEEK:			

Brief description of daily duties performed by:

EMPLOYER SECTION

Please use the scale to rate each aspect of your student employee's performance for the work week and include comments related to the students' performance.

Outstanding - Performance is consistently superior	5
Exceeds Expectations - Performance is routinely above job requirements	4
Meets Expectations - Performance is regularly competent and dependable	3
Below Expectations - Performance fails to meet job requirements on a frequent basis	2
Unsatisfactory - Performance is consistently unacceptable	1

Attitude / Initiative _____

Attendance & Punctuality _____

Work Quality _____

Dependability _____

Appearance _____

Safety / Judgement _____

EMPLOYER COMMENTS - PLEASE AT LEAST 1 COMMENT PER WEEK OR STUDENT WON'T GET CREDIT:

Supervisor's Name: _____

Supervisor's Signature: _____

DATE: _____

OVERALL EVALUATION

- Outstanding
- Exceeds Expectations
- Meets Expectations
- Below Expectations
- Unsatisfactory

Students must check in with their Program Instructor and turn in a completed timesheet – WITH COMMENTS – every week on MONDAY to uphold work experience eligibility. Failure to check in/submit a weekly timesheet will result in loss of work experience.