

# CAREER EDUCATION

## STUDENT'S WORK EXPERIENCE EMPLOYER FEEDBACK

Student: \_\_\_\_\_ Program: \_\_\_\_\_  
 School: \_\_\_\_\_ CE Advisor: \_\_\_\_\_  
 Phone#: \_\_\_\_\_ Fax#: \_\_\_\_\_  
 Company: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Phone#: \_\_\_\_\_ Fax#: \_\_\_\_\_

**Instructions:** Please use the following scale to provide feedback to the work experience student as you would an entry-level worker. If possible, please discuss this feedback with the student

**Exceeding**-performed beyond expectations **Proficient**-meets expectations **Developing**-has developed skills towards expectations **Beginning**- initial skills emerging

Entry-Level Employability Skills	Exceeding	Proficient	Developing	Beginning	Not Applicable
<b>Personal Qualities and Interpersonal Skills</b>					
Co-operative and able to work with others					
Accepts constructive criticism					
Adapts to new tasks and/or situations					
Respectful of others					
Appropriately groomed					
Demonstrates a positive attitude, shows interest and enthusiasm					
<b>Communication Skills</b>					
Uses appropriate communication for worksite					
Speaks clearly so others can hear and understand					
Listens well and asks appropriate questions					
Uses appropriate body language					
Communicates appropriately via phone, text, and/or e-mail					
<b>Quality of Work and Work Habits</b>					
Reliable (punctual & attends regularly)					
Shows a good work ethic					
Able to follow directions and complete assigned tasks					
Shows initiative					
Utilizes and is aware of safety practices					
Utilizes technology and/or other tools effectively					

**Additional comments:**

---



---



---

**Overall attitude:**    Excellent    Good    Satisfactory    Needs Improvement

Number of days late: \_\_\_\_\_ Reason: \_\_\_\_\_

Number of days absent: \_\_\_\_\_ Reason: \_\_\_\_\_

**Has this feedback been discussed with the student?** YES  NO

Student's signature: \_\_\_\_\_

Supervisor's signature: \_\_\_\_\_

Date: \_\_\_\_\_