

Student Performance Evaluation Card

Student Name:
 Manager name:
 Department: Digital Home Education

Student Grade:
 Evaluation Date:
 Student ID:

Instructions: Place a check after each question in column A, B, or C based on the student's work habits and performance.

Purpose: To provide student with constructive feedback necessary to enhance their work performance and professional development.

A = Above Expectations B = Meets Expectations C = Needs Improvement

Section 1

	<u>A</u>	<u>B</u>	<u>C</u>
1. Carries out assigned duties. (Consider accuracy, neatness, skill, thoroughness, & organization of job)	—	—	—
2. Demonstrates efficient use of time. (Consider volume of work accomplished, and ability to meet deadlines)	—	—	—
3. Ability to work independently with little or no supervision.	—	—	—
4. Exhibits willingness to learn new skills and accept new Responsibilities.	—	—	—
5. Adheres to work schedule (time & attendance).	—	—	—
6. Interacts well with others (co-students & Adults).	—	—	—
7. Demonstrates willingness to follow directions.	—	--	—
8. Ability to express thoughts clearly.	—	—	—
Orally	—	—	—
Written	—	—	—
9. Adheres to departmental policies & protocol.	—	—	—
10. Approaches work in a professional & conscientious manner.	—	—	—

Teacher's comments (please use additional sheet of paper if necessary)

Manager's comments (please use additional sheet of paper if necessary)

Parents Signature _____ Date _____

Managers Signature  _____ Date _____