



# NEISD Mentor Evaluation of Student Trainee

Student Name: \_\_\_\_\_ Due Date: \_\_\_\_\_

Training Site: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Grading Cycle: 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup>

**Employer:** Complete this evaluation by circling the number that applies in each category; place the corresponding number in the space labeled "Total".

	1	2	3	4	5	6	7	8	9	10	TOTAL
<b>1. COOPERATION:</b> <i>Ability to get along with others</i>	Antagonistic, pulls against rather than works with others		Difficult to handle		Usually gets along with others		Cooperates willingly, gets along with others		Gets along well with others, is friendly and helpful		
<b>2. INITIATIVE:</b> <i>Tendency to go ahead</i>	Takes no initiative, has to be instructed repeatedly		Takes very little initiative, requires urging		Does routine work acceptably		Is fairly resourceful, does well by self		Is resourceful, looks for things to learn and do		
<b>3. COURTESY:</b> <i>Polite and mannerly</i>	Has been discourteous to public and staff		Is not polite and is inconsiderate of others		Usually polite and is considerate of others		Considerate and courteous of others		Very polite and always considerate of others		
<b>4. ATTITUDE:</b> <i>Toward constructive criticism</i>	Does not profit from criticism, resents it		Does not pay much attention to criticism		Accepts criticism, tries to do better		Accepts criticism, improvement has been noticed		Accepts criticism, and improves greatly		
<b>5. KNOWLEDGE OF JOB:</b>	Has not tried to learn job and its routines		Pays little attention to learning job		Has learned necessary routines but needs supervision		Understands the job; needs little supervision		Knows job well and shows desire to learn more		
<b>6. ACCURACY, SPEED OF WORK, AND WORK HABITS:</b>	Is extremely careless; works slowly; output is unsatisfactory; wastes time		Is often inaccurate & careless; is slower than average; often wastes time		Makes errors, but work is generally satisfactory; occasionally wastes time		Makes few errors; is careful, neat, & thorough; seldom wastes time		Rarely makes errors; work is of good quality; is fast, efficient, & industrious; rarely wastes time		
<b>7. ADAPTABILITY:</b>	Cannot adjust to changing situations		Is slow in grasping ideas, has difficulty adapting to new situations		Makes necessary adjustments after considerable instruction		Adjusts readily		Learns quickly, is adept at meeting changing situations		
<b>8. PERSONAL APPEARANCE:</b> <i>Neatness and personal care</i>	Is extremely careless in dress & appearance		Often neglects appearance & dress code		Is passable in appearance, but should make effort to improve		Has good appearance; looks neat most of the time		Has excellent appearance; looks very neat all of the time		
<b>9. ATTENDANCE:</b> <i>How many days did this student call in when scheduled to work?</i>	Too frequently absent for continued training		Not regular enough in attendance		Usually dependable		Dependable		Never absent except for an unavoidable emergency		
<b>10. PUNCTUALITY:</b> <i>How many days was this student late to training site?</i>	Too frequently tardy for continued training		Very often tardy		Punctuality could be improved		Seldom tardy		Never tardy except for an unavoidable emergency		
<b>TOTAL GRADE:</b> Score may be up to 100											

➤ Overall, rate this student's performance as: (mark one)      Below Average      Average      Above Average

➤ Maturity level of this student: (check one)      \_\_\_ Below Average      \_\_\_ Average      \_\_\_ Above Average

SUPERVISOR'S SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

- You may make any comments on the back. In order for this evaluation to be most effective, you are encouraged to go over it with your student trainee and help them make a plan for improvement.
- If you wish to meet with the teacher-coordinator regarding the student's performance or this evaluation, please do not hesitate to contact me at:

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