



DMCHS WORK-BASED LEARNING

STUDENT EMPLOYABILITY AND WORKPLACE SKILLS EVALUATION

STUDENT NAME: _____

SUPERVISOR'S NAME AND TITLE: _____

SUPERVISOR'S PHONE & EMAIL: _____

COMPANY/COOPERATION NAME: _____

TYPE OF WORK BASED LEARNING: _____ Internship _____ Employment

EVALUATION DATE: _____

DATE OF HIRE: _____

Is this student still employed? Yes _____ No _____ **Date of Termination** _____

The employability skills below are essential in every work environment throughout one's career. Please review and rate the student's performance in each area. This evaluation will provide the student feedback and direction for improving their employability skills.

RATING SCALE KEY	
1 = Improvement Needed:	A strategy need to be developed for the student to improve this skill
2 = Developing:	Student is learning to address challenges related to this skill and aware of next steps needed to improve
3 = Proficient:	Consistently demonstrates this skill; show initiative to learn about, enhance or apply this skill
4 = Advanced:	Exceeds expectations; works with high level of independence; shows initiative to apply and extend this skill
If a particular skill statement does not apply to the job position held by the student, leave the rating blank.	

WORK ETHIC AND PROFESSIONALISM		RATING
1	Maintains good attendance	
2	Arrives on time and prepared for work	
3	Provides sufficient notice if unable to report to work	
4	Dresses appropriately for position and duties	
5	Projects a positive attitude and takes personal ownership for job performance and quality of work	
6	Uses appropriate judgement and displays social maturity and behaviors appropriate to situation and environment	
7	Demonstrates initiative by fully participating in assigned jobs, tasks, or projects from start to finish	
SECTION TOTAL		
COMMENTS (OPTIONAL):		
WORKPLACE RELATIONSHIPS AND SOCIAL SKILLS		RATING
1	Demonstrates appropriate employer/supervisor interactions by following directions, seeking support, and accepting constructive feedback	
2	Works productively with co-workers and displays collaboration and cooperation skills	
3	Functions as a productive member of a team	
4	Demonstrates appropriate attitude, behaviors, and interactions with customers or clients	
5	Displays beginning leadership skills by supporting team members and sharing knowledge/skills when possible	
6	Demonstrates a desire to resolve conflicts with others through effective communication and cooperation skills	
SECTION TOTAL		

COMMENTS (OPTIONAL):		
WORKPLACE COMMUNICATION SKILLS		RATING
1	Communicates effectively by using appropriate language and workplace vocabulary with supervisors, coworkers, and customers or clients; can clearly express ideas and messages to others	
2	Demonstrates active listening skills by focusing attentively, making eye contact, and other affirming gestures to convey understanding of conversation	
3	If applicable, demonstrates appropriate writing skills with correct grammar, punctuation, and spelling	
4	If applicable, demonstrates appropriate telephone techniques and returns calls in a timely manner	
5	If applicable, writes and responds to e-mails in an effective and timely manner	
SECTION TOTAL		
COMMENTS (OPTIONAL):		
WORKPLACE DIVERSITY		RATING
1	Works effectively with a diverse workforce (age groups, cultures, genders, etc.)	
2	Demonstrates the skills necessary to function as a member of diverse workforce (diplomacy, patience, willingness to compromise, and ability to listen)	
SECTION TOTAL		
COMMENTS (OPTIONAL):		
WORKPLACE SAFETY AND REGULATIONS		RATING
1	Complies with workplace health and safety regulations	
2	Performs work in accordance with organizations guidelines, policies, procedures, and responsibilities	
3	Identifies types and sources of workplace hazards, if applicable	
4	Follows professional standards for use of computers, cell phones, and social media	
SECTION TOTAL		
COMMENTS (OPTIONAL):		
WORKPLACE LEARNING STRATEGIES		RATING
1	Demonstrates willingness to learn new skills and is a self-motivated and self-directed learner	
2	Utilizes appropriate reading, writing, math, science or other acquired knowledge to learn the duties and responsibilities of the position	
3	Demonstrates high-quality work by reviewing the detailed aspects of work process and end products or services	
4	Analyzes own job performance and shows a willingness to find ways to improve job performance	
5	Applies critical thinking skills to problems to identify causes, patterns, issues and looks for workable solutions to improve the situation based on the expectations for the position and goals of the organization	
SECTION TOTAL		
COMMENTS (OPTIONAL):		

WORKPLACE TECHNOLOGIES AND JOB SPECIFIC SKILLS - OPTIONAL		RATING
List below any specific job skills that you think should be noted in this evaluation for the student and rate that skill accordingly. Example: Vital signs, equipment operation, blueprint reading, etc.		
1	Selects and applies appropriate technology for a task	
2	Utilizes technology tools to access and create information	
SECTION TOTAL		
COMMENTS (OPTIONAL):		
TOTAL POINTS FOR WBL EVALUATION		

Total maximum points is 124.

The minimum score needed for the evaluation to be received for the school's acceptance for this requirement is 83.

GENERAL COMMENTS - WBL COORDINATOR OR SUPERVISOR

SUPERVISOR'S SIGNATURE: _____
DATE: _____

THANK YOU FOR HELPING OUR DMCHS STUDENT WORK TOWARDS THEIR ACADEMIC AND EMPLOYMENT SUCCESS.

Please turn in this form to the Guidance office at DMCHS: srodriquez@dmcsemail.org , drop it off to the front office or mail it to 611 15th St. SW, DeMotte, IN 46310