

# CHS ON-THE-JOB TRAINING PROGRAM

## OJT STUDENT-LEARNER QUARTER EVALUATION

**Student-Learner:** \_\_\_\_\_

**Evaluator:** \_\_\_\_\_

**Training Site:** \_\_\_\_\_

**Evaluation Period:** \_\_\_\_\_

Please place a check mark in the box preceding the statement that most accurately describes your student-learner's job site performance, behavior, and/or attitude. Evaluate each category without regard to the student's rating in any other category. Please call if you have any questions, comments, or concerns. Thank you.

| CATEGORY/RATING  | COMMENTS |
|--|----------|
| <p><b>Cooperation:</b> <i>Ability to work well with others</i></p> <p><input type="checkbox"/> Always friendly and helpful with others</p> <p><input type="checkbox"/> Usually gets along with others</p> <p><input type="checkbox"/> Never works well with others</p>   |          |
| <p><b>Courtesy:</b> <i>Politeness in one's attitude &amp; behavior towards others</i></p> <p><input type="checkbox"/> Always very considerate/courteous of others</p> <p><input type="checkbox"/> Usually polite and considerate of others</p> <p><input type="checkbox"/> Has been discourteous to the public and staff</p>           |          |
| <p><b>Adaptability:</b> <i>Ability to adjust to new conditions</i></p> <p><input type="checkbox"/> Learns new task quickly; little or no repeated correction needed</p> <p><input type="checkbox"/> Makes necessary adjustment after considerable instruction</p> <p><input type="checkbox"/> Cannot adjust to changing situations</p> |          |

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|---|----------|
| <p><b>Initiative:</b> <i>Ability to assess and initiate independently</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Actively seeks out tasks and new learning experiences</li> <li><input type="checkbox"/> Does routine work acceptably</li> <li><input type="checkbox"/> Takes little or no initiative</li> </ul> |          |
| <p><b>Attitude Toward Constructive Criticism</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Accepts criticism and improves from the feedback</li> <li><input type="checkbox"/> Accepts criticism but shows little improvement</li> <li><input type="checkbox"/> Resents and rejects criticism</li> </ul>             |          |
| <p><b>Knowledge of the Job</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Knows job well and shows a desire to learn more</li> <li><input type="checkbox"/> Learned necessary routine, but sometimes needs supervision</li> <li><input type="checkbox"/> Pays little to no attention to learning the job</li> </ul>  |          |
| <p><b>Accuracy of Work</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Very seldom makes errors; does quality work</li> <li><input type="checkbox"/> Makes few errors, shows average care, thoroughness and neatness</li> <li><input type="checkbox"/> Is frequently inaccurate and is extremely careless</li> </ul>  |          |
| <p><b>Work Accomplished</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Is fast and efficient; production is well above average</li> <li><input type="checkbox"/> Works with ordinary speed; work is generally satisfactory</li> <li><input type="checkbox"/> Works slower than average</li> </ul>                    |          |

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|---|----------|
| <p><b>Work Habits</b></p> <p><input type="checkbox"/> Never wastes time; is very reliable</p> <p><input type="checkbox"/> Occasionally wastes time; is usually reliable</p> <p><input type="checkbox"/> Frequently wastes time; has to be watched and prodded along</p> |          |
| <p><b>Personal Appearance</b></p> <p><input type="checkbox"/> Appropriately dressed all of the time</p> <p><input type="checkbox"/> Appropriately dressed most of the time</p> <p><input type="checkbox"/> Does not dress appropriately</p>                             |          |
| <p><b>Punctuality</b></p> <p><input type="checkbox"/> Never tardy except for unavoidable emergencies</p> <p><input type="checkbox"/> Punctuality could be improved</p> <p><input type="checkbox"/> Frequently tardy</p>   |          |
| <p><b>Attendance</b></p> <p><input type="checkbox"/> Never absent except for unavoidable emergencies</p> <p><input type="checkbox"/> Usually dependable</p> <p><input type="checkbox"/> Frequently absent</p>   |          |
| <p><b>Optional Letter Grade:</b> _____</p> <p>(A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F)</p>   |          |

# CHS ON-THE-JOB TRAINING PROGRAM

Please Identify Student-Learner's Strengths

- 1.
- 2.
- 3.

Please Identify Student-Learner's Areas of Improvement

- 1.
- 2.
- 3.

|                   |                                |                               |
|-------------------|--------------------------------|-------------------------------|
|                   |                                |                               |
| Student Signature | Workplace Supervisor Signature | Teacher-Coordinator Signature |

Today's Date: \_\_\_\_\_