

# CTE Internship Performance Evaluation

Student \_\_\_\_\_ Student ID: \_\_\_\_\_  
 Employer \_\_\_\_\_ Grading Period:     1     2     3     4

Department \_\_\_\_\_

**Directions: Please circle the description of the performance that applies to the trait.**

Traits	Performance			
	100-90	89-80	79-70	69-60
Quality of Work	Superior	Very Good	Average	Poor
Knowledge of Work	Excellent	Good	Adequate	Insufficient
Work Attitude	Very enthusiastic	Shows great interest	Shows normal interest	Indifferent; uninterested
Attendance/punctuality	Attends daily; always on time	Occasionally absent or late	Warned for tardiness/truancy	Frequently absent or late
Decision-making Ability	Makes accurate, well-informed decisions	Needs occasional guidance from supervisor/others	Often needs help with decisions	Cannot make own decisions
Industry (Diligence)	Industrious; works extra	Works steadily; good effort	Persistent in efforts	Avoids work; not persistent
Work Initiative	Seeks additional tasks; highly motivated	Alert to opportunities; makes good suggestions	Regular wok performed promptly	Needs explanation of routine work
Organizational Ability	Highly capable of organizing	Fairly organized	Disorganized occasionally	Disorganized often
Attitude Toward Others	Positive; takes active friendly interest in others	Pleasant, polite	Sometimes difficult to work with	Inclined to be quarrelsome, uncooperative
Acceptance of Responsibility	Welcomes responsibility	Accepts willingly without protest	Accepts under protest	Avoids responsibility

**Directions: Please place a check in the column that describes the Intended Outcome**

Specific Job-Related Skills	Excellent 100-90	Above Average 89-80	Average 79-70	Poor 69-60
Uses correct language, speaks clearly, listens				
Follows prescribed dress code and/or uniform requirements				
Follows safety, security, and/or sanitation policies				
Demonstrates knowledge of department policies/functions				
Demonstrates legal and ethical behavior within the scope of job				
Demonstrates positive work habits and attitudes at the workplace-learning site				
Applies knowledge and skills learned in the classroom to actual work situations				
Participates effectively in interpersonal experiences with staff, supervisors, and customers				
Demonstrates application of knowledge regarding further career goals including required education, training, and experience				
Participates in activities that provide experiences in all aspects of the industry.				

I would assign the student a numerical grade of \_\_\_\_\_.

100-90 = A

89-80 = B

79-70 = C

69-60 = D

59-50 = F

\_\_\_\_\_  
Employer Signature                      Date

\_\_\_\_\_  
Student Signature                      Date

- The completed, original Evaluation Sheet must be submitted to the Internship Teacher/Coordinator at the end of every grading period.
- Copies of the Grade Sheet are provided to the student and to the Office of Career & Technical Education, Attn: Jim Johnson.