

Employer Evaluation Additional Comments

General

able to follow verbal instructions
able to follow written instructions
friendly and personable with fellow co-workers
helpful in maintaining the cleanliness and order of business/ establishment
ask appropriate questions and listens well for answers
engaged in work that coworkers are doing
punctual and reliable
willing to learn new tasks
communicates well with employer
follows step by step procedures
able to stay productive when supervisor is busy
finishes tasks thoroughly and efficiently
able to learn from mistakes
accepts suggestions and constructive feedback well
able to think ahead to the next task without being told
lends a helping hand wherever needed
uses correct tools for the appropriate job
finds things to do when finished assigned tasks
learns tasks quickly
works without complaining
able to work independently with minimal supervision
student completes work accurately and thoroughly
student pays attention to detail and complies to company standards
able to manage multiple tasks at one time
student is able to problem solve effectively
student exhibits self confidence and maturity.
student dresses appropriately for the workplace
student is honest and reliable in carrying out instructions
has an enthusiastic attitude
is able to separate their personal life from their work life
personal problems do not habitually impede on their workplace experience
health issues very rarely interfere with workplace experience
knows status (current condition) of work for which he/she is responsible
maintains adequate records
able to work effectively under pressure
follows multi-step instructions and moves quickly from task to task
understands placement policies and adheres to the expectations
able to prioritize tasks in an appropriate manner
is prepared to work with equipment and tools needed daily
seeks out new experiences when finished with old ones

is self motivated and keen to work
retains information effectively
able to meet deadlines
demonstrates a desire to do well
asks for assistance when encountering problems

Working with Children

assist supervisor with craft activities
assist children with transitions to various activities
help maintain bulletin boards and decorations in the classroom
acts responsibly for students and staff
works with small groups of students independently
provides a good role model for students to follow
demonstrates empathy, consideration and good judgement when dealing with children
cooperates and contributes as a member of the staff
tends to be patient, adaptable and flexible
able to work one on one with students effectively
follows instructions given by teacher

Customer Relations

interact with customers in a friendly and appropriate manner
able to use cash register and make proper change
use appropriate language and conversation skills when answering the telephone
use appropriate language and conversation skills when interacting with customers
take effective messages for other staff when answering phone
helpful when assisting customers and able to direct them appropriately when asked a question
helpful in locating merchandise for customers
uses positive personal skills for dealing with the public

Working in a Restaurant/Foods

chop vegetables
portion and package foods appropriately
store foods appropriately
understand the menu or food items served at establishment
cleans and maintains a safe work station
restocks workstations
follows chef's instructions effectively
prepare various dishes according to restaurant expectations
able to work in a fast paced environment and create quality food

adheres to proper food handling practices
understands how to read a recipe and follow instructions effectively
maintains a clean and tidy workspace
able to work as team member in the kitchen/ floor

Working in Health Care

works in a friendly manner with clients
is gentle and considerate with clients/ patients
adheres to proper handwashing practices
communicates effectively with supervisor regarding client's needs
works as an effective team member in the workplace
respects the dignity of patients
maintains confidentiality of client's condition

Maintenance

mop and sweep floors thoroughly
checks and assesses need for maintenance and/or cleaning in the building
shows proper cleaning/maintenance procedures
shows knowledge of cleaning related products and their uses

Social Services

create and update databases
complete intake forms effectively
interact appropriately with customers
makes clients feel comfortable in the environment

Trades

maintains friendly relations with customers
demonstrates proper use of tools on a daily basis
uses safety gear consistently and effectively
uses machines and tools effectively
uses machines and tools safely
learns and uses trade specific skills (e.g. _____)
understands trade specific language/acronyms (e.g. _____)
displays desired employment skills on job-sites and/or fab shops
understands importance of accurately tracking materials and/or hours
displays a good attitude when working others and while learning new trade specific skills
works to complete OYAP requirements/hours