chinook learning services

Viscount Bennett Centre, 2519 Richmond Road S.W. Calgary, AB T3E 4M2 t | 403-777-7200

Employer Evaluation Report

Student Name:							Program:										
Employer: Off-Campus Teacher:																	
Course:																	
5	Excellent	4	Above Average	3	Average	2	Noods Impr	ovement	N/A	Na	+ Λ r	volic:	abla				
-	Excellent 4 Above Average 3 Average 2 Needs Improvement N/A												Not Applicable				
Communication											Level						
A	Listens with care and focused attention										4	3	2	N/A			
В	Follows directions									<u>5</u>	4	3	2	N/A			
C	Communicates ideas clearly and appropriately.										4	3	2	N/A			
D	Accepts advice and constructive criticism										4	3	2	N/A			
Ε	Submits completed timesheets in a timely manner										4	3	2	N/A			
Teamwork											Level 5 4 3 2 N/A						
Α	Demonstrates respect for the rights and responsibilities of the employer										4		2	N/A			
В	Demonstrates respect for the rights and responsibilities of fellow employees									5	4		2	N/A			
C	Demonstrates a positive work ethic										4		2	N/A			
D													2	N/A			
	Workplace Skills N Understands the goals and priorities of the company											Level					
Α										5	4	3	2	N/A			
В			portance of custo							<u>5</u>	4	3	2	N/A			
C	Demonstrates integrity, responsibility and trustworthiness										4	3	2	N/A			
D	Uses time effectively Uses appropriate tools, equipment and materials										4	3	2	N/A			
E	Uses appropriate tools, equipment and materials										4	3	2	N/A N/A			
F G	Uses technology effectively (e.g. Computer, voice mail, fax, etc.) Demonstrates initiative										4	3	2	N/A			
Н	Flexible and adapts to change										4	3	2	N/A			
1	Maintains composure									<u>5</u>	4	3	2	N/A			
j	Attendance									5	4	3	2	N/A			
K	Punctuality									5	4	3	2	N/A			
L	Works well independently										4	3	2	N/A			
	Health and Safety											5 4 3 2 N/A Level					
Α	Exhibits appropriate grooming and clothing for the workplace										4		2	N/A			
В	Follows safe work practices and procedures									5	4	3	2	N/A			
C	Understands handling of hazardous materials where appropriate									5	4	3	2	N/A			
D	Maintains a clean, safe work area										4	3	2	N/A			
Final Mark:														%			
Add	litional Comm	ents: _	 														
Employer Name: Employer Signature:																	
Date						hone:											

Personal information is collected under the authority of the School Act, the Student Record Regulation and Alberta's Freedom of Information and Protection of Privacy Act (FOIP). This information will be used for *enrolling students in Off-campus Education programs*. It will be treated in accordance with the privacy protection provisions of the FOIP Act. If you have any questions about the collection or its intended use, contact Off-campus Education, Calgary Board of Education, 1221 8 St SW, 403-817-7518.