Poudre School District
Work-Based Learning Evaluation

☐ Student
☐ Employer
☐ Teacher

Student Name:_____ **School**: _____ **Date of Evaluation**: _____
(Please print)

4 - Exceeds Expectations **3** - Meets Expectations **2** – Below Expectations **1** - Needs Improvement **NA** - Not Applicable

Communication	4	3	2	1	NA
• Written communication	○	○	○	○	○
• Oral communication	○	○	○	○	○
• Non-verbal communication skills	○	○	○	○	○
• Listening skills	○	○	○	○	○

Overall Category Rating: N/A - Not Applicable

Comments:

Flexibility & Accountability	4	3	2	1	NA
• Demonstrates flexibility to accomplish tasks	○	○	○	○	○
• Committed to continuous learning & growth	○	○	○	○	○
• Responds positively to constructive criticism	○	○	○	○	○
• Adapts to varied roles & responsibilities	○	○	○	○	○

Overall Category Rating: N/A - Not Applicable

Comments:

Responsibility	4	3	2	1	NA
• Works effectively in an unstructured environment	○	○	○	○	○
• Motivates others to accomplish a common goal	○	○	○	○	○
• Demonstrates integrity & ethical behavior	○	○	○	○	○
• Takes responsibility for actions	○	○	○	○	○
• Acts responsibly with the interest of the organization in mind	○	○	○	○	○

Overall Category Rating: N/A - Not Applicable

Comments:

Problem Solving & Critical Thinking	4	3	2	1	NA
• Analyzes information to solve problems	○	○	○	○	○
• Offers creative solutions	○	○	○	○	○
• Demonstrates ability to use reasoning	○	○	○	○	○

Overall Category Rating: N/A - Not Applicable

Comments:

Teamwork & Collaboration	4	3	2	1	NA
• Works productively with people from diverse backgrounds	○	○	○	○	○
• Effectively participates in teams	○	○	○	○	○
• Respects people and property	○	○	○	○	○
• Cooperates for a common purpose	○	○	○	○	○

Overall Category Rating: N/A - Not Applicable

Comments:

Work Ethic	4	3	2	1	NA
• Demonstrates time management	○	○	○	○	○
• Manages multiple priorities	○	○	○	○	○
• Sets high standards & goals	○	○	○	○	○
• Efficient & effective	○	○	○	○	○
• Takes initiative, does more than expected	○	○	○	○	○
• Act with maturity, civility, and politeness	○	○	○	○	○

Overall Category Rating: N/A - Not Applicable

Comments:

Score (each category is worth 4 points) _____/24

Recommended letter grade: A - Exceeds Expectations

Total Hours Completed _____

Employer/Mentor Name (print) _____ **Title** _____

Business/Company Name _____

_____ _____
Employer/Mentor Signature **Date** **Student Signature** **Date**