

# HIGH SCHOOL MENTORSHIP PROGRAM

## STUDENT EVALUATION REPORT

MEDFORD AREA PUBLIC SCHOOL DISTRICT

<b>Student:</b>		<b>Age</b>	<b>Grade</b>
<b>Job Instructional Site:</b>		<b>Rater</b>	
<b>Quarter Covered:</b> 1   2   3   4   (Circle one)		<b>From:</b> (mo./yr.)	<b>To:</b> (mo./yr.)
<b>FACTORS</b>	<b>RANKING</b>	<b>COMMENTS</b>	
5 - Excellent 4 - Above Average 3 - Average 2 - Below Average 1 - Poor			
<b>ATTENDANCE/PUNCTUALITY:</b> Consider frequency of absences as well as lateness. Notification of absences.			
<b>ATTITUDE:</b> Toward the job, supervisor, and other employees. Accepts instruction and/or constructive criticism readily.			
<b>INITIATIVE:</b> Goes ahead without constant reminders. Asks questions when necessary.			
<b>RELIABILITY/DEPENDABILITY:</b> Ability to work without supervision and to follow instructions.			
<b>FLEXIBILITY/ADAPTABILITY:</b> Adjustments to changing assignments.			
<b>QUALITY OF WORK:</b> Accuracy, completeness, and neatness of work.			
<b>QUANTITY OF WORK:</b> Production, output based on tasks.			
<b>SELF-CONFIDENCE:</b> Maturity, poise, judgment.			
<b>APPEARANCE:</b> Neatness and personal care, appropriate dress for the job.			
<b>PROGRESS:</b> Shows improvement in learning specific job skills. Shows desire to learn more. Uses time well.			
<b>**GRADING:</b> A letter grade that you think represents this students overall performance.			

**TURN TO REVERSE SIDE AND COMPLETE**

BUSINESS COPY

**What are this student's strongest abilities?**

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**How can this student's performance be improved?**

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**Brief description of student's duties:**

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**(Signature of Evaluator)**

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**(Date)**