

Student Name: Heather Blawie School Name: Peoria HS
 Mentor's Name: Roselyn R Date: 10/5/10
 Mentor's Phone: _____ Evaluation (check one): Evaluation 1
 Mentor Title/Company: _____ Evaluation 2

Directions: Please bubble in the score for each section of the evaluation using the rating scale below:

| 1 | 2 | 3 | 4 |
|---|---|---|--|
| Unacceptable (Consistently or Excessively Poor Performance) | Below Expectations (Remedial Intervention Needed to be Brought Up to Appropriate Level) | Meets Expectations (Represents the Student's Fair Share of the Work or a Reasonable Level of Conduct; Sometimes Exceeds or Falls Slightly Below Expectations) | Exceeds Expectations (Consistently Meets Expectations) |

WORK HABITS - Performance Factor 1

| | 1 | 2 | 3 | 4 |
|---|-----------------------|-----------------------|----------------------------------|----------------------------------|
| 1. Understands job responsibilities and related operations | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| 2. Completes work assignments accurately, thoroughly and on time | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| 3. Has read and complies with all federal, state and local laws, rules, guidelines and policies (eg: safety, attendance, sexual harassment, FLSA, OSHA, time reporting, etc.) | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| 4. Clearly and effectively communicates and expresses ideas and information to customers, co-workers, members of the public, supervisors and management | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| 5. Resolves problems in an efficient, safe and effective manner | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| 6. Is accountable and accepts responsibility for own actions | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| 7. Organizes and plans work assignments to meet objectives | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| 8. Is responsive and courteous to customers, members of the public, co-workers, supervisors and management | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| 9. Receptive to direction and accepts feedback in a positive manner | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| 10. Adheres to ethical standards of professional conduct activities | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |

Subtotal: 38

WORK SKILLS - Performance Factor 2

| | 1 | 2 | 3 | 4 |
|---|-----------------------|-----------------------|----------------------------------|----------------------------------|
| 1. Reports to internship site regularly and on time | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| 2. Works effectively and cooperatively with others in the workgroup | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| 3. Displays enthusiasm toward the work site | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| 4. Follows directions effectively-verbal and written | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| 5. Shows initiative and self-motivation | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |

Subtotal: 19

CAREER DEVELOPMENT - Performance Factor 3

| | 1 | 2 | 3 | 4 |
|---|-----------------------|-----------------------|-----------------------|----------------------------------|
| 1. Demonstrates progress in learning career-related skills | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| 2. Contributes and/or improves existing processes and/or introduces new methods | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| 3. Increases personal skills, knowledge and technical base | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| 4. Displays skills/abilities necessary for success in career field | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| 5. Displays interest and continued learning in the career field | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |

Subtotal: 20

Grand Total: 77

I, the student, have reviewed the above evaluation with my mentor.
 YES NO
 Student's Signature: [Signature] Date: 10/5/10
 Mentor's Signature: [Signature] Date: 10/5/10
 Comments: _____