

Student Name: Nicolette Olsen School Name: Liberty  
 Mentor's Name: Dave Hubbard Date: 4/26/11  
 Mentor's Phone: 623-707-5639 Evaluation (check one):  Evaluation 1  
 Evaluation 2  
 Mentor Title/Company: Youth Pastor

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 type="radio"/>	<input checked="" type="radio"/>
2. Completes work assignments accurately, thoroughly and on time	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input 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 checked="" type="radio"/>	<input 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 checked="" type="radio"/>	<input type="radio"/>

Subtotal: 36

**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 checked="" type="radio"/>	<input 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: 18

**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 checked="" type="radio"/>	<input 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: 19

Grand Total: 73

I, the student, have reviewed the above evaluation with my mentor.  
 YES  NO  
 Student's Signature: Nicolette Olsen Date: 4/26/11  
 Mentor's Signature: Dave Hubbard Date: 4/26/11  
 Comments: \_\_\_\_\_