

Student's Greatest Strengths:

Grading Period	
1	
2	
3	
4	

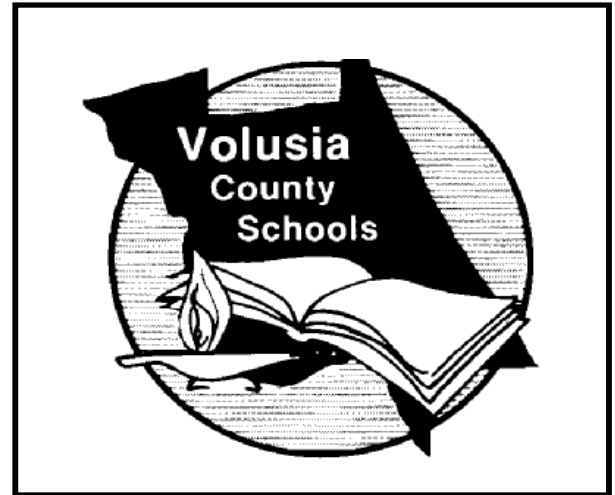
Student's Greatest Weaknesses:

Grading Period	
1	
2	
3	
4	

Employer's Signature:

Grading Period		
1	Signature	Date
2	Signature	Date
3	Signature	Date
4	Signature	Date

REPORT CARD



Employer

Student

School Year

School: _____

Teacher-Cordinator: _____

Teacher-Cordinator Phone: _____



COOPERATIVE EDUCATION - OJT

REPORT CARD

Instructions: Please give your professional opinion about the progress and achievement of this student so that he/she can be assisted in making improvements. Evaluate the student in the same way you would other company trainees.

Grading Scale: A = Outstanding B = Good C = Average D = Poor F = Failing

Evaluation of General Work Competencies (as identified on <i>Training Plan</i>)	Grading Periods			
	1	2	3	4
Punctuality – gets to work on time, returns from meals and/or breaks on time				
Dependability – reports to work as scheduled				
Initiative – can work without supervision, sees what needs to be done and does it				
Appearance – neat, well groomed, appropriately dressed				
Job Attitude – enthusiastic, willing to work hard, tries to improve				
Cooperation – gets along with others, good manners, emotionally stable				
Adaptability – catches on quickly, follows instructions, can change focus easily				
Communication – follows directions, asks questions, uses correct grammar				
Business Operations – knowledge of company, products and operating procedure				
Safety and Security – OSHA and health department regulation compliance				

Evaluation of Specific Work Competencies (as identified on <i>Training Plan</i>)	Grading Periods			
	1	2	3	4
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