

## RCPT 210 PERFORMANCE REPORT

STUDENT BEING EVALUATED \_\_\_\_\_ DATE \_\_\_\_\_

SUPERVISOR \_\_\_\_\_ AGENCY \_\_\_\_\_

Please rate "performance factors" by indicating an "X" within the appropriate box or NA for not applicable.

	Unsatisfactory	Poor	Fair	Good	Excellent
<b>Quality of work</b> - accuracy, skill, neatness, competence, and thoroughness					
<b>Attendance</b> - punctuality, tardiness, and absenteeism					
<b>Work habits</b> - organization of work, care of equipment, safety, consideration, conscientiousness					
<b>Relationship with people</b> - cooperation, ability to get along with others					
<b>Initiative</b> - self-reliance, willingness to accept and carry out responsibilities, resourcefulness					
<b>Dependability</b> - degree to which individual can be relied upon to assume responsibility					
<b>Judgment and common sense</b> - ability to think intelligently and make logical decisions					
<b>Ability to adjust</b> - attitude regarding new assignments and time required to learn new duties					
<b>Supervisory ability</b> - proficiency in training subordinates, skill in planning and directing work					
<b>Administrative ability</b> - prompt action, ability to make decisions and apply sound management principles					
Other area - be specific					
Other area - be specific					
Other area - be specific					

Turn over for additional comments

TOTAL NUMBER OF HOURS COMPLETED? \_\_\_\_\_

GENERAL COMMENTS:

Strengths: Describe the student's outstanding abilities.

Suggestions for improvement: Describe the areas in which the student needs the greatest improvement.

Evaluation for Employment (Circle one).

Strongly Recommend  
1            2            3

Reservations  
4            5

\*Not Recommend  
6            7

\*Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_