

PENNSTATE



Student _____ Date _____

Employer _____

Supervisor's Name: _____

0=Never, 1=Seldom, 2=Occasionally, 3=Frequently, 4= Always (Use this scale for ratings below)

| Area of Evaluation | Examples | Evaluation | | | | |
|---|---|------------|---|---|---|-------------|
| | | 0 | 1 | 2 | 3 | 4 |
| Punctuality | Arrives to work on time | 0 | 1 | 2 | 3 | 4 |
| Appearance | In proper uniform | 0 | 1 | 2 | 3 | 4 |
| | Uniform is clean | 0 | 1 | 2 | 3 | 4 |
| | Student is properly groomed | 0 | 1 | 2 | 3 | 4 |
| Attitude | Has a positive attitude | 0 | 1 | 2 | 3 | 4 |
| | Enthusiastic about responsibilities | 0 | 1 | 2 | 3 | 4 |
| Quality of Work | Completes tasks assigned | 0 | | 2 | 3 | 4 |
| | Performs tasks according to company standards | 0 | 1 | 2 | 3 | 4 |
| Progression of Technical Skills | Practices skills that they have been taught | 0 | 1 | 2 | 3 | 4 |
| | Learning new skills on schedule | 0 | 1 | 2 | 3 | 4 |
| Communication skills | Communicates effectively | 0 | 1 | 2 | 3 | 4 |
| | Asks appropriate questions | 0 | 1 | 2 | 3 | 4 |
| Initiative and Motivation | Seeks tasks to perform | 0 | 1 | 2 | 3 | 4 |
| | Performs tasks without direction | 0 | 1 | 2 | 3 | 4 |
| Time Management | Organizes own work | 0 | 1 | 2 | 3 | 4 |
| Unexcused Absences (check the one that applies): | | 0 | 1 | 2 | 3 | More than 3 |

Please provide comments for any area rated 1 or below:

Professor _____ Date: _____

Supervisor _____ Date _____

Return to: Penn College School of Hospitality, DIF #80 One College Avenue, Williamsport, PA 17701