



ST. TERESA CATHOLIC OUTREACH SCHOOL

#2, 420 King St., Spruce Grove, AB T7X 2C6

780-960-0475 www.stcos.ca

Work Experience / RAP / Volunteerism / Health Services

Student Name _____ **Employer** _____

Evaluation Period: From _____ **To:** _____

5 = Excellent 4 = Very Good 3 = Satisfactory 2 = Poor 1 = Minimal Effort N/A = Not Applicable

Employability Skills	Evaluation	Comments
Punctual	5 4 3 2 1 NA	
Attends regularly as scheduled	5 4 3 2 1 NA	
Provides reasonable notice for absence	5 4 3 2 1 NA	
Listens attentively	5 4 3 2 1 NA	
Speaks clearly	5 4 3 2 1 NA	
Written skills (ex. time sheets)	5 4 3 2 1 NA	
Suitable attire & hygiene	5 4 3 2 1 NA	
Ability to work with supervisor	5 4 3 2 1 NA	
Ability to work with co-workers	5 4 3 2 1 NA	
Ability to work with the public	5 4 3 2 1 NA	
Demonstrates positive, respectful attitude	5 4 3 2 1 NA	
Positive attitude to job	5 4 3 2 1 NA	
Willing to learn new skills	5 4 3 2 1 NA	
Demonstrates strong, positive work ethic	5 4 3 2 1 NA	
Takes initiative	5 4 3 2 1 NA	
Work is accurate & shows best effort	5 4 3 2 1 NA	
Accepts responsibility	5 4 3 2 1 NA	
Safe work skills and environment	5 4 3 2 1 NA	
Ability to stay on task	5 4 3 2 1 NA	
Follows instructions	5 4 3 2 1 NA	

Student signature _____ **Supervisor signature** _____

Comments: _____
