WEST BAY
COLLABORATIVE
144 Bignall Street Warwick, RI 02888-1005
Phone: (401) 941-8353 Fax: (401) 941-8535

Career Development Project Student Self-Evaluation

Student:	*Business:*

Job Performance Rating: Check the box under the number that best describes how you performed at your work site.

(0)	(1)	(2)	(3)	(4)
This was not part of my job/Not a preference	**Poor I need to really work on this**	**Okay I can improve**	**Good But, I can still do better.**	**Excellent This is a strength of mine**

PLEASE CHECK RATING THAT APPLIES:	**(0)**	**(1)**	**(2)**	**(3)**	**(4)**
1. WORK BEHAVIORS AND ATTITUDES:					
Attendance & Punctuality: I was present for all scheduled workdays. I reported to work and from breaks on time independently.					
Appearance: I dressed appropriately for work and remained neat throughout the day.					
Attitude & Motivation: I showed the desire to work, sought additional work on my own, and had a positive attitude.					
Independent Functioning: I worked well with minimal supervision.					
Environmental Orientation: I learned the layout of the work site and traveled the site without assistance.					
Attention to Task/Concentration: I paid attention to my task and did not become distracted by movement and/or noise around me.					
Flexibility: I handled changes in my work routine well.					
Judgment: I made correct mature decisions based on what was needed.					
Interfering Behaviors: I acted appropriately in all situations.					
2. INTERPERSONAL RELATIONS					
Peer Relations: I treated my co-workers in a nice respectful manner.					
Public Relations: I treated customers and the public in a nice respectful manner.					
Response to Supervision & Correction: I accepted and used constructive criticism to improve my performance.					

Cooperation & Teamwork: I worked well as a team member.					

3. WORK PERFORMANCE SKILLS	**(0)**	**(1)**	**(2)**	**(3)**	**(4)**
Work Quantity: I completed my assigned work in a reasonable amount of time (without assistance).					
Work Quality: I produced the quality of work that my supervisor expected, without having to do it a second time.					
Work Endurance/Stamina: I worked a full work-shift without slowing down or feeling tired.					
Safety Awareness: I followed all workplace rules and paid attention to my environment.					
Sequencing: I completed all of the tasks involved in a certain job (without assistance).					
Improvement with Repetition: I tried my best to do even better each day I worked.					

Comments:_____

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Please rate the support you feel you have received from the Career Development Project staff.

	Poor **1**	**Fair** **2**	**Good** **3**	**Excellent** **4**
Amount of Support I had when I needed it				
Their response to problems				
Quality of their Listening				
Overall Satisfaction with my experience				
This job-I would rate this job site…				

Student _____Date _____