



**Sussex Technical High School**  
**WBL MONTHLY EVALUATION FORM**

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MONTH/YEAR: \_\_\_\_\_

TECHNICAL AREA: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Company/Supervisor's Name: \_\_\_\_\_

*\*\*This form should be used to evaluate the entry level employee's performance. The evaluation will be part of the student's Career and Technical Area grade\*\**

**\*\*Please circle the comment that best expresses your judgment for each Employability Skill\*\***

Employability Skill	10	9	8	7	6 or Lower	Score
<b>Accuracy</b>	Does outstanding work; far exceeds our expectations	Exceeds our expectations	Acceptable work and skill level	Needs improvement in accuracy of work	Unacceptable accuracy and skill level	
<b>Attitude</b>	Outstanding attitude; pleasure to be around, cares about employer and self-image	Pleasant attitude; willingly accepts all tasks given	Acceptable for age and experience level	Exhibits dislike for tasks given	Has unacceptable / negative attitude	
<b>Communication and Organizational Skills</b>	Outstanding communication and organizational skills, keeps everyone informed	Makes concerted effort to keep everyone informed	Acceptable for age and experience level	Needs to notify in advance all parties of school-related absences	Unacceptable, does not communicate at all	
<b>Cooperation</b>	Is a pleasure to work with, gets along with everyone, team player	Works well in most situations	Cooperates well with co-workers	Has difficulty working with co-workers, can be uncooperative	Uncooperative, cannot work with others	
<b>Initiative</b>	Always engaged in work, looks for work to do, self-motivated	Engaged in and completes all tasks given	Completes most tasks given in a timely manner	Has to be constantly reminded of duties	Unacceptable, needs to be closely supervised	
<b>Safety</b>	Always follows all safety practices	Rarely has to be reminded of safety practices	Occasionally has to be reminded of safety practices	Needs additional safety training	Danger to self and others	
<b>Personal Appearance (Attire and Grooming)</b>	Always dresses appropriately and professionally	Dresses appropriately, but could be neater and more professional	Occasionally dressed unprofessional or inappropriate	Needs constant reminder of appropriate appearance/grooming	Unacceptable attire, appearance and grooming	
<b>Potential for Growth</b>	Exhibits enthusiasm and a willingness to learn	Responds well to constructive feedback	Accepts feedback for age and experience level	Needs to exhibit additional responsiveness to feedback	Does not respond to feedback, lacks enthusiasm	
<b>Attendance and Punctuality</b>	0 Absences and 0 Lates	0 Absences AND 1 Unexcused Late	1 Unexcused Absence	1 Unexcused Absence AND 1 Unexcused Late	2+ Unexcused Absences AND/OR 2+ Unexcused Lates = a Score of 0	
<b>Work Ethic</b>	Outperforms supervisor's expectations	Above average for expected skill level	Acceptable for age and current skill level	Needs to improve amount of work to meet expectations	Amount of work completed is unacceptable	
					<b>TOTAL</b>	<b>SCORE</b>

Signature of Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_

