

Student Evaluation Form

Last revised: October 2018
Last reviewed: October 2018
Next review: October 2019

Student Information

Student Name _____

Job Title _____

Ministry _____

Branch _____

Location _____

Evaluator's Information

- | | | |
|---------------------------|--------------------------|---|
| Respect and Integrity | <input type="checkbox"/> | Consistently speaks truthfully, values others, and keeps commitments |
| | <input type="checkbox"/> | Usually speaks truthfully, values others, and keeps commitments |
| | <input type="checkbox"/> | Sometimes speaks truthfully, values others, and keeps commitments |
| | <input type="checkbox"/> | Seldom speaks truthfully, values others, or keeps commitments |
| Serve Citizens | <input type="checkbox"/> | Understands and consistently demonstrates how job relates to serving citizens |
| | <input type="checkbox"/> | Understands and sometimes demonstrates how job relates to serving citizens |
| | <input type="checkbox"/> | Understands, but does not demonstrate, how job relates to serving citizens |
| | <input type="checkbox"/> | Does not demonstrate understanding of how job relates to serving citizens |
| Excellence and Innovation | <input type="checkbox"/> | Consistently produces work above expected quality, and seeks to improve work processes |
| | <input type="checkbox"/> | Sometimes produces work above expected quality, sometimes seeks to improve work processes |
| | <input type="checkbox"/> | Consistently produces work of expected quality, seldom seeks to improve work processes |
| | <input type="checkbox"/> | Sometimes produces work below expected quality, seldom seeks to improve work processes |
| One Team | <input type="checkbox"/> | Consistently supports and engages others |
| | <input type="checkbox"/> | Usually supports and engages others |
| | <input type="checkbox"/> | Sometimes supports and engages others |
| | <input type="checkbox"/> | Seldom supports or engages others |
| Decision Making | <input type="checkbox"/> | Consistently makes appropriate decisions in routine / non-routine situations |
| | <input type="checkbox"/> | Usually makes appropriate decisions in routine / non-routine situations |
| | <input type="checkbox"/> | Sometimes makes appropriate decisions in routine / non-routine situations |
| | <input type="checkbox"/> | Seldom makes appropriate decisions in routine / non-routine situations |

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- | | | |
|----------------------------|--------------------------|---|
| Written Communication | <input type="checkbox"/> | Consistently clear, well-organized, and concise |
| | <input type="checkbox"/> | Usually clear, well-organized, and concise |
| | <input type="checkbox"/> | Sometimes clear, well-organized, and concise |
| | <input type="checkbox"/> | Seldom clear, well-organized, or concise |
| Oral Communication | <input type="checkbox"/> | Consistently clear, well-organized, and concise |
| | <input type="checkbox"/> | Usually clear, well-organized, and concise |
| | <input type="checkbox"/> | Sometimes clear, well-organized, and concise |
| | <input type="checkbox"/> | Seldom clear, well-organized, or concise |
| Planning and Organizing | <input type="checkbox"/> | Consistently plans and organizes work independently to accomplish workload within timeframe |
| | <input type="checkbox"/> | Usually plans and organizes work independently to accomplish workload within timeframe |
| | <input type="checkbox"/> | Sometimes plans and organizes work independently to accomplish workload within timeframe |
| | <input type="checkbox"/> | Seldom plans and organizes work independently to accomplish workload within timeframe |
| Interest in Work | <input type="checkbox"/> | Consistently displays enthusiasm, initiative, and pride in work |
| | <input type="checkbox"/> | Usually displays enthusiasm, initiative, and pride in work |
| | <input type="checkbox"/> | Sometimes displays enthusiasm, initiative, and pride in work |
| | <input type="checkbox"/> | Seldom displays enthusiasm, initiative, or pride in work |
| Attendance and Punctuality | <input type="checkbox"/> | Consistently on time according to schedule |
| | <input type="checkbox"/> | Usually on time according to schedule |
| | <input type="checkbox"/> | Sometimes on time according to schedule |
| | <input type="checkbox"/> | Seldom on time according to schedule |
| Overall Performance | <input type="checkbox"/> | Exceeds Expectations |
| | <input type="checkbox"/> | Consistently Meets Expectations |
| | <input type="checkbox"/> | Usually Meets Expectations |
| | <input type="checkbox"/> | Below Expectations |

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Strengths

Areas of Development

Overall Performance

Student's Comments

Discussion

- I have discussed this report with the student
- I have not discussed this with the student

Evaluator's Signature

Student's Signature

Date