

STUDENT NAME: \_\_\_\_\_

<b>PLEASE PLACE AN (X) IN THE COLUMN WHICH YOU CONSIDER TO BEST INDICATE THE STUDENT'S RATING. IF YOU DO NOT KNOW A TRAIT WELL ENOUGH TO RATE IT, MARK AN (X) IN THE SPACE "NOT OBSERVED IN THIS CLASS."</b>	
<b>OUTSTANDING:</b> Consistently exceeds this job factor expectation and is recognized by peers and/ or customers as a leader. Student is a positive example for others.	<b>5</b>
<b>ABOVE EXPECTATIONS:</b> Consistently meets and occasionally exceeds this job factor expectation.	<b>4</b>
<b>MEETS EXPECTATIONS:</b> Consistently meets this job factor expectation.	<b>3</b>
<b>BELOW EXPECTATIONS:</b> Occasionally fails to meet this job factor expectation.	<b>2</b>
<b>NEEDS IMPROVEMENT:</b> Consistently fails to meet this job factor expectation.	<b>1</b>
<b>NOT OBSERVED IN THIS CLASS</b>	<b>0</b>

	5	4	3	2	1	0
<b>PRODUCTIVITY:</b> Set and meets goals. Able to prioritize, plan and manage work/assignments. Reliable and punctual.	<input type="checkbox"/>					
<b>INITIATIVE:</b> Prioritizes and completes tasks without direct oversight. Demonstrates initiative to advance skill level.	<input type="checkbox"/>					
<b>JUDGMENT:</b> Critically evaluates facts, policies and situations for decision making.	<input type="checkbox"/>					
<b>COMMUNICATION:</b> Able to articulate thoughts and ideas effectively using oral, written and nonverbal communication skills in a variety of forms and contexts.	<input type="checkbox"/>					
<b>COLLABORATION:</b> Ability to work effectively and respectfully within a team. Exercises flexibility in thought and assumes responsibility to achieve team goals.	<input type="checkbox"/>					
<b>LEADERSHIP:</b> The capacity to assume responsibility. Demonstrates integrity. Uses interpersonal skills to influence and guide others.	<input type="checkbox"/>					
<b>ADAPTABILITY:</b> Adjusts well to schedule and work assignment changes. Deals effectively with changing priorities.	<input type="checkbox"/>					
<b>CUSTOMER SERVICE:</b> Possesses ability to meet the needs of others. Commitment to treating others well and with respect.	<input type="checkbox"/>					

COMMENTS:

 \_\_\_\_\_  
 Student Signature

 \_\_\_\_\_  
 Date

 \_\_\_\_\_  
 Staff Signature

 \_\_\_\_\_  
 Date

\* I agree to hold harmless the above faculty member to provide information on classroom performance and attendance to a prospective employer.