

Performance Evaluation Template Copy

Student Name: Isabelle , Penny

Program / Location: JOB TR

Job Site: The Hot Spot

Specific Job Task: Deli

Date: 11/04/2025

Purpose: To provide students with constructive feedback necessary to enhance their work performance and Employability skills

Key: 1 = Unacceptable

2 = Doesn't meet workforce development requirements

3 = Needs a little more workforce development training

4 = Meets workforce development requirements

5 = Exceeds workforce development requirements



Criteria Score: 40 of 50

Percent: 80%

Skill	Rating	Quality Feedback
Uniform / Appearance	4	Gives special attention to personal grooming, hygiene, or professional attire (haircut, shave, cleanliness, body sent, fresh breath, Industry appropriateness, proper shoes).
Reliability	4	Usually arrives on time before the tardy bell, and usually departs in a timely manner.
Attitude	5	Displays a positive attitude with a strong desire to work. Demonstrates flexibility an open mind during transitions into new job stations.
Cooperation	4	Usually listens to, shares, with, and supports the efforts of others. Does not cause waves in the group.
Quality of Work	4	A few errors; good qualities and self-checks occasionally.
Quanity of Work	4	Working speed is good but there's room for improvement.
Knowledge of Work	4	Demonstrate a basic or general knowledge of job duties, requires limited support, and makes few major errors or omissions.
Decision Making / Problem Solving	4	Refines solutions suggested by others.
Demonstrates Initiative	3	Begins task with one or less prompts and when distracted needs reminder to return to task.
Accepts Constructive Criticism	4	Usually accepts suggestions and improves job performance.

Comments/Concerns:

Penny is demonstrating commendable progress in her role at The Hot Spot, particularly in the deli section. Her strengths are evident in her positive attitude and flexibility, as she consistently displays a strong desire to work and adapts well to new job stations. Penny also shows reliability by usually arriving on time and leaving promptly. She cooperates effectively with her peers, supporting group efforts without causing disruptions. Her quality of work is good, with only a few errors that she occasionally self-checks. Additionally, Penny possesses a basic understanding of her job duties and requires limited support. However, there are areas where further development could enhance her performance. While her working speed is satisfactory, there is room for improvement to increase efficiency. In decision-making and problem-solving situations, she refines solutions suggested by others but could benefit from developing more independent strategies.

Evaluator (s): PES IPad 5