



Imperial Valley Regional Occupational Program

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Student Performance Evaluation Form

Student	School	Instructor
Site	Supervisor	Phone

Job Performance Description	Exceeds Job Requirements	Meets Job Requirements	Needs Improvement
Dependable and Responsible <ul style="list-style-type: none"> Dependable and punctual attendance 			
Appearance <ul style="list-style-type: none"> Dresses and grooms appropriately 			
Attitudes <ul style="list-style-type: none"> Recognizes and respects authority Uses mature judgment Cooperative Constructive and positive 			
Use of Time <ul style="list-style-type: none"> Uses time productively and efficiently Prioritizes and organizes work 			
Performance of Duties <ul style="list-style-type: none"> Follows directions Complies with company rules Shows interest and enthusiasm Accepts constructive criticism 			
Communication <ul style="list-style-type: none"> Use of proper language Use of proper written and phone techniques Use of body language 			
Job Skills <ul style="list-style-type: none"> Interaction with fellow employees Initiative and motivation Accuracy and thoroughness Neatness of work 			
Overall Evaluation (select one)	Exceeds Job Requirements	Meets Job Requirements	Needs Improvement

Comments: _____

Signature of Site Supervisor _____ Date _____