

**MISSION TRAILS REGIONAL OCCUPATIONAL PROGRAM**

867 East Laurel Drive, Salinas, CA 93905 (831) 753-4209

**JOB PERFORMANCE EVALUATION**

Student \_\_\_\_\_ School \_\_\_\_\_ Instructor \_\_\_\_\_

Business \_\_\_\_\_ Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

	Exceeds Job Requirements	Meets Job Requirements	Needs Improvement
<b>DEPENDABLE AND RESPONSIBLE</b> Dependable and punctual attendance			
<b>APPEARANCE</b> Dresses and grooms appropriately			
<b>ATTITUDES</b> Recognizes and respects authority Uses mature judgment Cooperative Constructive and positive			
<b>USE OF TIME</b> Uses time productively and efficiently Prioritizes and organizes work			
<b>PERFORMANCE OF DUTIES</b> Follows directions Complies with company rules Shows interest and enthusiasm Accepts constructive criticism			
<b>COMMUNICATION</b> Use of proper language Use of proper written and phone techniques Use of body language			
<b>JOB SKILLS</b> Interaction with fellow employees Initiative and motivation Accuracy and thoroughness Neatness of work			

**Overall evaluation (circle one):**

**Exceeds Job Requirements**

**Meets Job Requirements**

**Needs Improvement**

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signature of Supervisor** \_\_\_\_\_ **Date** \_\_\_\_\_