CAREERS NOW PROGRAM

STATE OF TENNESSEE CONSTITUTIONAL OFFICERS

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STATE TREASURER

JUSTIN WILSON
COMPTROLLER OF THE TREASURY

TRE HARGETT
SECRETARY OF STATE

EVALUATION OF STUDENT AS A CAREERS NOW PROGRAM PARTICIPANT

NAME _____ JOB TITLE Careers NOW Student Assistant

WORK PERIOD _____

INSTRUCTIONS: Please evaluate the student objectively, comparing him/her with other students of comparable academic level, with other personnel assigned the same or similarly classified jobs, or with individual standards.

ATTITUDE-APPLICATION TO WORK
- ❍ Outstanding in enthusiasm
- ❍ Very interested and industrious
- ❍ Average in diligence and interest
- ❍ Somewhat indifferent
- ❍ Definitely not interested

ABILITY TO LEARN
- ❍ Learned work exceptionally well
- ❍ Learned work readily
- ❍ Average in understanding work
- ❍ Rather slow in learning
- ❍ Very slow to learn

DEPENDABILITY
- ❍ Completely dependable
- ❍ Above average in dependability
- ❍ Usually dependable
- ❍ Sometimes neglectful or careless
- ❍ Unreliable

INITIATIVE
- ❍ Proceeds well on his/her own
- ❍ Goes ahead independently at times
- ❍ Does all assigned work
- ❍ Hesitates
- ❍ Must be pushed frequently

QUALITY OF WORK
- ❍ Excellent
- ❍ Very good
- ❍ Average
- ❍ Below average
- ❍ Very poor

RELATIONS WITH OTHERS
- ❍ Exceptionally well accepted
- ❍ Works well with others
- ❍ Gets along satisfactorily
- ❍ Has difficulty working with others
- ❍ Works very poorly with others

MATURITY - POISE
- ❍ Quite poised and confident
- ❍ Has good self-assurance
- ❍ Average maturity and poise
- ❍ Seldom asserts himself/herself
- ❍ Timid ❍ Brash

QUANTITY OF WORK
- ❍ Unusually high output
- ❍ More than average
- ❍ Normal amount
- ❍ Below average
- ❍ Low output - slow

JUDGMENT
- ❍ Exceptionally mature in judgment
- ❍ Above average in making decisions
- ❍ Usually makes the right decision
- ❍ Often uses poor judgment
- ❍ Consistently uses bad judgement

ATTENDANCE ❍ Regular ❍ Irregular **PUNCTUALITY** ❍ Regular ❍ Irregular

OVERALL PERFORMANCE ❍ Outstanding ❍ Very good ❍ Average ❍ Marginal ❍ Unsatisfactory

What traits may help or hinder the student's advancement? _____

_____

_____

Eligible for re-hire after graduation: ❍ Yes ❍ No

Additional remarks (over if necessary) _____

_____

_____

Signatures _____ Student _____ Date _____ Supervisor _____ Date

This report has been discussed with student: ❍ Yes ❍ No _____ Program Coordinator _____ Date