

*Francis Howell High School*  
*Marketing*  
*Work Program*

**2009-2010**



**Work Program Grade is based on:**

**33% Employer Evaluation**

**33% Time Sheet**

**33% Class work**

**Employer Evaluation (Reminder total points on the evolution must add up to desired work grade.)**

- ❖ **90-100 points = A**
- ❖ **80-89 points = B**
- ❖ **70-79 points = C**
- ❖ **60-69 points = D**
- ❖ **59 or below = F**

**Thank you for completing the Work Program Evaluation. You may return this to the studentemployee or you may choose to mail it to the following address (please keep the due date in mind):**

**Francis Howell High School  
7001 South Hwy. 94  
St. Charles, MO 63304**

**Attention: Larry Anders**

**If you have any questions or concerns contact: Larry Anders (636) 851-4729**



# Francis Howell Work Program Employer Evaluation



Due Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Evaluators Name: \_\_\_\_\_

Date: \_\_\_\_\_ Job Site: \_\_\_\_\_

### Rating Scale:

5= excellent 4=above average 3=average 2=below average 1= poor

- |  |           |                                 |
|--|-----------|---------------------------------|
| 1. Listens carefully to instructions             | 5 4 3 2 1 | Poor listener                   |
| 2. Masters concepts                              | 5 4 3 2 1 | Needs repeated instructions     |
| 3. Positive response to criticism                | 5 4 3 2 1 | Negative response to criticism  |
| 4. Works well with employees                     | 5 4 3 2 1 | Poor team worker                |
| 5. Works well with management                    | 5 4 3 2 1 | Works poorly with management    |
| 6. Exhibits self-control                         | 5 4 3 2 1 | Loses control easily            |
| 7. Is dependable                                 | 5 4 3 2 1 | Is not reliable                 |
| 8. Exhibits good judgment                        | 5 4 3 2 1 | Inclined to jump to conclusions |
| 9. Is self-confident                             | 5 4 3 2 1 | Lacks confidence                |
| 10. Shows Initiative                             | 5 4 3 2 1 | Performs only routine tasks     |
| 11. Makes good appearance                        | 5 4 3 2 1 | Should improve appearance       |
| 12. Emergency absence only                       | 5 4 3 2 1 | Frequent absences               |
| 13. Seeks understanding of business              | 5 4 3 2 1 | Never asks questions            |
| 14. Arrives on time                              | 5 4 3 2 1 | Frequently late                 |
| 15. Exhibits knowledge of products/services      | 5 4 3 2 1 | Needs to learn more             |
| 16. Keeps work area orderly                      | 5 4 3 2 1 | Is careless                     |
| 17. Performs general work assignments accurately | 5 4 3 2 1 | Frequent errors                 |
| 18. Completes work assignments                   | 5 4 3 2 1 | Is not thorough                 |
| 19. Uses equipment properly                      | 5 4 3 2 1 | Damages equipment               |
| 20. Creates a positive image of business         | 5 4 3 2 1 | Creates a negative image        |

### Specific Job Duties:

- |          |           |
|----------|-----------|
| 1. _____ | 5 4 3 2 1 |
| 2. _____ | 5 4 3 2 1 |
| 3. _____ | 5 4 3 2 1 |
| 4. _____ | 5 4 3 2 1 |
| 5. _____ | 5 4 3 2 1 |

Please circle overall grade the student deserves this quarter: **A B C D F**  
(Total points should reflect total grade) 90-100 points = A; 80-89 points = B;  
70-79 points = C; 60-69 points = D; 59 or below = F