

Lee's Summit West High School  
 2600 SW Ward Rd  
 Lee's Summit, MO 64082  
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## Employer's Rating Sheet

\_\_\_\_\_  
 Student-Trainee

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Training Station

\_\_\_\_\_  
 Rated by

### Personal Appearance and Grooming

| 1  | 2 | 3  | 4 | 5   | 6 | 7  | 8 | 9 |
|--|---|--|---|---|---|--|---|---|
| Clothes not appropriate for job. Grooming needs attention. |   | Dresses adequately for job. Is usually adequately groomed. |   | Dresses well and is usually well groomed. |   | Always very well dressed. Makes a fine appearance. |   |   |

### Job Knowledge

| 1                                | 2 | 3   | 4 | 5  | 6 | 7  | 8 | 9 |
|----------------------------------|---|---|---|--|---|--|---|---|
| Knowledge of the job is limited. |   | Knowledge of job is adequate to answer most common questions. |   | Well informed on the job and related work. |   | Well informed on the job and makes the most of knowledge and experience. |   |   |

### Quality of Work

| 1  | 2 | 3  | 4 | 5  | 6 | 7  | 8 | 9 |
|--|---|--|---|--|---|--|---|---|
| Careless and makes frequent and repetitive errors. |   | Work usually passable and requires some follow-up. |   | Usually does a good job and requires little follow-up. |   | Consistently excellent performance. Errors are rare. |   |   |

### Customer Relations

| 1  | 2 | 3   | 4 | 5  | 6 | 7   | 8 | 9 |
|--|---|---|---|--|---|---|---|---|
| Little interest in maintaining good customer relations. Irritates customers. |   | Occasionally irritates customers. Uses little tact and diplomacy. |   | Courteous and helpful to customers. Uses tact and diplomacy. |   | Unusually good customer relations. Builds customer patronage. |   |   |

### Attitude Towards Co-Workers

| 1                                      | 2 | 3  | 4 | 5   | 6 | 7   | 8 | 9 |
|--|---|--|---|---|---|---|---|---|
| Has difficulty in working with others. |   | Teamwork is adequate for good performance, does own share of work. |   | Works well with others. Meets others halfway. |   | Extremely effective in working with others. Goes out of the way to help others. |   |   |

### Ability to Take Criticism

| 1  | 2 | 3   | 4 | 5   | 6 | 7  | 8 | 9 |
|--|---|---|---|---|---|--|---|---|
| Resents criticism. Has chip on shoulder. |   | Resents criticism but does the job. Occasionally flares up. |   | Accepts criticism and fairly even-tempered. |   | Accepts and uses criticism in personal development and is even-tempered. |   |   |

### Self-Confidence and Maturity

| 1   | 2 | 3  | 4 | 5  | 6 | 7   | 8 | 9 |
|---|---|--|---|--|---|---|---|---|
| Is very immature. Has complete lack of self-confidence and poise. |   | Seems immature at times. Has little self-confidence. |   | Is mature and shows poise and self-confidence. |   | Is very confident and self assured for age. |   |   |

### Adaptability

| 1   | 2 | 3  | 4 | 5   | 6 | 7   | 8 | 9 |
|---|---|--|---|---|---|---|---|---|
| Has great difficulty in adjusting to new work and requires repeated instructions. |   | Requires detailed instructions in adapting to new tasks. |   | Can turn from one type of work to another with little time and instruction. |   | Learns new duties quickly and adjusts to changed conditions easily. |   |   |

### Communication Skills

| 1  | 2 | 3   | 4 | 5   | 6 | 7  | 8 | 9 |
|--|---|---|---|---|---|--|---|---|
| Poor or awkward grammar affects job performance. |   | Occasionally has difficulty in communicating with others. |   | Usually communicates effectively with others. |   | Communicates clearly, pleasantly, conveying spirit and enthusiasm. |   |   |

### Motivation

| 1   | 2 | 3                           | 4 | 5                                       | 6 | 7  | 8 | 9 |
|---|---|-----------------------------|---|---|---|--|---|---|
| Wastes time unnecessarily. Unable to identify work that needs to be done. |   | Does only the obvious work. |   | Works steadily. Does a good day's work. |   | Does more than required. Has high degree of enthusiasm and interest. |   |   |

### Dependability

| 1   | 2 | 3   | 4 | 5  | 6 | 7   | 8 | 9 |
|---|---|---|---|--|---|---|---|---|
| Is unreliable and will not accept the responsibility required on the job. |   | Accepts responsibility but not entirely dependable. |   | Accepts responsibility of the job and normally can be depended upon. |   | Accepts responsibility and is completely dependable on the job. |   |   |

### Attendance

Has the student's attendance been satisfactory for the requirements of the job? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Comments:

### Lee's Summit R-7 Grading Scale

|         |    |
|---------|----|
| 95-100% | A  |
| 90-94%  | A- |
| 87-89%  | B+ |
| 84-86%  | B  |
| 80-83%  | B- |
| 77-79%  | C+ |
| 74-76%  | C  |
| 70-73%  | C- |
| 67-69%  | D+ |
| 64-66%  | D  |
| 60-63%  | D- |
| 59-0%   | F  |

Percentage that you would give the student at this time: \_\_\_\_\_

Additional Comments: