

GRAD TRANSITIONS ASSIGNMENT 9

SUPERVISOR EVALUATION

Student Name:	
Business/Organization:	
Supervisor Name:	
Contact Number for Supervisor:	

Supervisor: The *Conference Board of Canada* has identified employability skills essential for us to maintain a high quality workforce. We are working with students to help them gain these skills.

Please provide some clear and supportive feedback to the student according to the following list of employability skills. A *RATING* of 3, 2, 1 or 0 is required for each skill.

A comment is only necessary if you have either positive or corrective feedback to give to the student.

3 = Excellent	2 = Good	1 = Satisfactory	0 = Needs Improvement	N/A = Not applicable
FUNDAMENTAL SKILL		RATING	COMMENT	
Reads and understands required information				
Writes and speaks effectively				
Listens and asks questions to understand				
Follows directions				
Manages information with appropriate technology				
Has appropriate math skills				
Is able to identify and solve problems				

PERSONAL MANAGEMENT SKILL	RATING	COMMENT
Attends work regularly and is punctual		
Dresses appropriately		
Participates fully in projects from start to finish		
Demonstrates positive attitude		
Appears confident		
Shows interest, initiative and effort		
Is adaptable and adjusts to new situations		
Is able to set goals and manage time to reach them		
Takes responsibility for own actions		
Demonstrates honesty and ethical standards		
Works independently or as part of a team		
Is willing to continuously learn and grow		
Works safely		
TEAMWORK SKILL	RATING	COMMENT
Cooperative and works well with others		
Is respectful of others		
OVERALL RATING	RATING	COMMENT
Please provide overall rating of employability skills.		

Supervisor's Signature		Date

EMPLOYER'S INITIALS AND/OR SIGNATURES WILL BE RANDOMLY CHECKED FOR VALIDITY.