



pennsylvania

Performance Evaluation Form for High School Interns (Co-Op)

Employee Information			
Employee Name		Employee Number	
Agency/Department		Organization/Bureau/Work Site	
Supervisor Name:		Supervisor Job Title:	
Rating Period Start		Rating Period End	

Use the following descriptions to rate each "Job Factor" below.	
Rating	Description
Outstanding	Consistently demonstrates exceptional performance
Exceeds Expectations	Consistently exceeds expectations
Meets Expectations	Consistently meets expectations
Needs Improvement	Consistently below expectations
Unsuccessful	Consistently demonstrates unacceptable performance

Job Factor	Rating
<p>Job Knowledge/Skills</p> <ul style="list-style-type: none"> • Demonstrates job knowledge and essential skills to perform assigned duties • Seeks opportunities to enhance skills and job knowledge • Asks pertinent and purposeful questions <p>Comments/Examples:</p>	<input type="checkbox"/> Outstanding <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsuccessful
<p>Work Results</p> <ul style="list-style-type: none"> • Work meets quality, quantity, and timeliness expectations as outlined in the training plan • Demonstrates customer service skills • Willing to learn <p>Comments/Examples:</p>	<input type="checkbox"/> Outstanding <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsuccessful
<p>Communications</p> <ul style="list-style-type: none"> • Communicates clearly and effectively • Communicates information timely • Communicates in a professional manner • Listens to, and follows, directions • Listens to others attentively and effectively • Effectively participates in meetings and group/team settings 	<input type="checkbox"/> Outstanding <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsuccessful

<p>Comments/Examples:</p>	
<p>Initiative/Problem Solving</p> <ul style="list-style-type: none"> • Sets appropriate priorities/goals • Breaks down complex tasks/problems into manageable pieces • Shows initiative in identifying and addressing problems • Develops, and contributes ideas and solutions • Utilizes existing resources to problem solve before elevating the issue • Follows through with problem resolution <p>Comments/Examples:</p>	<input type="checkbox"/> Outstanding <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsuccessful
<p>Interpersonal Relations</p> <ul style="list-style-type: none"> • Interacts with others in a respectful, cooperative, and positive manner • Avoids disruptive behavior and maintains professionalism • Deals with conflict and frustration appropriately • Accepts constructive criticism and feedback <p>Comments/Examples:</p>	<input type="checkbox"/> Outstanding <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsuccessful
<p>Equal Employment Opportunity</p> <ul style="list-style-type: none"> • Treats others equitably and with respect • Adheres to EEO and harassment workplace policies • Promotes diversity and an inclusive workplace <p>Comments/Examples:</p>	<input type="checkbox"/> Outstanding <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsuccessful
<p>Work Habits</p> <ul style="list-style-type: none"> • Demonstrates effective time management • Demonstrates a positive attitude • Demonstrates a willingness to help, learn, and share • Performs duties in an ethical manner, demonstrates integrity <p>Comments/Examples:</p>	<input type="checkbox"/> Outstanding <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsuccessful

<p>Attendance/Punctuality</p> <ul style="list-style-type: none"> • Arrives to, and departs from, work as scheduled and on-time • Communicates time off in advance • Does not take excessive time off • Uses breaks appropriately <p>Comments/Examples:</p>	<input type="checkbox"/> Outstanding <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsuccessful
<p>Safety/Work Environment</p> <ul style="list-style-type: none"> • Follow appropriate safety and health rules • Uses tools and equipment safely • Maintains a clean and orderly work area • Performs work in a safe manner • Reports safety concerns immediately <p>Comments/Examples:</p>	<input type="checkbox"/> Outstanding <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsuccessful
<p>Overall Rating</p> <p>Comments:</p>	<input type="checkbox"/> Outstanding <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsuccessful

Approvals/Acknowledgements		
Supervisor's Name	Supervisor's Signature	Date
Rater's Comments:		
Intern's Name	Intern's Signature	Date
Intern's Comments:		

After completion of this evaluation, the supervisor should discuss this evaluation with the student and provide a copy of the signed form to the student for their records and to the school, if requested.