



- 17. Follows rules and regulations -----
- 18. Maintains good attendance -----
- 19. Arrives on time for work and leaves on time-----
- 20. Attends to job task consistently -----
- 21. Completes tasks accurately -----
- 22. Works at appropriate rate -----
- 23. Initiates new tasks -----
- 24. Works well with coworkers -----
- 25. Follows the proper "chain of command" -----

100-90 = A; 90-80 = B; 70-80 = C; 60-70 = D; Below 60 = F **Total:** \_\_\_\_\_

**Instructor Comments:** \_\_\_\_\_  
**Initial** \_\_\_\_\_

**Job Coach Comments:** \_\_\_\_\_  
**Initial** \_\_\_\_\_

**Employer Comments:** \_\_\_\_\_  
**Initial** \_\_\_\_\_

**Student Comments:** \_\_\_\_\_  
**Initial** \_\_\_\_\_

Positive Work Traits: \_\_\_\_\_  
 \_\_\_\_\_

**Address areas that were rated a 1 and/or 2:**

Concerns:	Plan of Action:	Results:

Signatures:  
 \_\_\_\_\_ Instructor \_\_\_\_\_ Student \_\_\_\_\_ Job Coach