

**Ashtabula County Technical & Career Campus**  
**Weekly Training Station Rating Sheet**

Week of \_\_\_\_\_ Student's Name \_\_\_\_\_

Company \_\_\_\_\_ Program \_\_\_\_\_

Directions: Please circle the number indicating the student's level of performance in each category. You will notice that four areas of the evaluation have a maximum score of ten points, and the others, five maximum points. The categories assigned ten points are felt to be more important in the evaluation of the student's performance, and thus, should figure more prominently in the grade given. Total possible points are 115. One (1) is the lowest possible score in each category.

**I. Attendance and Punctuality**

- |                                     |   |   |   |   |   |   |   |   |   |    |
|-------------------------------------|---|---|---|---|---|---|---|---|---|----|
| A. Dependability                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| B. Reports promptly for work        | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| C. Arranges in advance for time off | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

**II. Quality and Quantity of Work Produced**

- |   |   |   |   |   |   |   |   |   |   |    |
|---|---|---|---|---|---|---|---|---|---|----|
| A. Meets productivity/quality standards   | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| B. Knowledge of training station          | 1 | 2 | 3 | 4 | 5 |   |   |   |   |    |
| C. Accurate, thorough completion of tasks | 1 | 2 | 3 | 4 | 5 |   |   |   |   |    |

**III. Human Relations**

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| A. Cooperation with supervisor            | 1 | 2 | 3 | 4 | 5 |
| B. Relates well to co-workers             | 1 | 2 | 3 | 4 | 5 |
| C. Courteous, prompt service              | 1 | 2 | 3 | 4 | 5 |
| D. Communicates clearly and effectively   | 1 | 2 | 3 | 4 | 5 |
| E. Takes direction well                   | 1 | 2 | 3 | 4 | 5 |
| F. Accepts criticism in a positive manner | 1 | 2 | 3 | 4 | 5 |
| G. Demonstrates honesty and integrity     | 1 | 2 | 3 | 4 | 5 |

**IV. Other**

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| A. Good grooming                       | 1 | 2 | 3 | 4 | 5 |
| B. Dress appropriate for job           | 1 | 2 | 3 | 4 | 5 |
| C. Does not require close supervision  | 1 | 2 | 3 | 4 | 5 |
| D. Demonstrates initiative             | 1 | 2 | 3 | 4 | 5 |
| E. Proper care and use of equipment    | 1 | 2 | 3 | 4 | 5 |
| F. Demonstrates a willingness to learn | 1 | 2 | 3 | 4 | 5 |

Comments: \_\_\_\_\_ Student's Total Score \_\_\_\_\_

\_\_\_\_\_ Recommended Letter Grade \_\_\_\_\_

Employer's Signature \_\_\_\_\_ Student's Signature \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_