

Smithtown High School CAREER JUMP START PROGRAM

Student: _____

Dear Employer:

Please rate the student using the evaluation scale outlined below:

Mrs. Susan Gubing, School/Industry Coordinator, (631)382-2977

FAX TO: (631)382-2974 (No cover sheet required). OR mail to: Mrs. S. Gubing, Smithtown H.S. 100 Central Road, Smithtown, NY 11787.

Personal Qualities	4 Superior	3 Above Average	2 Satisfactory	1 Below Expectations
Appearance				
Dependable				
Punctual				
Poise				
Interest and enthusiasm				
Initiative/self starter				
Cooperation				
Courteous				
Judgment				
Honest				
Loyalty				

Basic Skills	4 Superior	3 Above Average	2 Satisfactory	1 Below Expectations
Ability to follow instructions.				
Ability to think and solve problems.				
Ability to communicate verbally.				
Ability to use basic math on the job.				
Ability to work productively alone.				

EVALUATOR'S NAME: _____ TITLE: _____

TELEPHONE: _____ SIGNATURE: _____