



Smithtown High School Career Jump Start Program

Evaluation #2 - To be completed after 15 weeks on the job.

Dear Employer:

This student is enrolled in one of our work-based learning programs and will receive a letter grade on his/her report card. Please rate the student by placing an "X" in the appropriate box.

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

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

| WORK BEHAVIORS | ABOVE AVERAGE | SATIS-FACTORY | BELOW EXPECTATIONS |
|---|---------------|---------------|--------------------|
| Appropriate appearance for the work place. | | | |
| Dependable and punctual - present 99% of the time. | | | |
| Keeps work area clean and organized.. | | | |
| Demonstrates interest and enthusiasm for the tasks to be done. | | | |
| Demonstrates cooperation. Works well with others. | | | |
| Courteous to customers and co-workers. | | | |
| Uses good judgment in dealing with daily tasks and customers. | | | |
| Honest and loyal employee. | | | |
| Demonstrates initiative. Finds tasks to complete when unsupervised. | | | |

Corporation: _____ Evaluator's Name _____

Evaluator's Signature _____ Title _____ Date _____

Dear Employer:

Thank you for hiring our student from Smithtown High School.

If you desire future employees, please call Mrs. S. Gubing, **(631)382-2977**. Our new Co-op students have prepared resumes for your perusal.

Sue Gubing, sgubing@smithtown.k12.ny.us