**Evaluation of Soft Skills \_ Errand Services**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Ending Date:\_\_\_\_\_\_\_\_\_\_\_\_

Rating Scale

5- Excellent

 4- Above Average

 3- Average

 2- Below Average

 1-Unacceptable

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Performance** | **1** | **2** | **3** | **4** | **5** |
| Good attendance and punctuality |  |  |  |  |  |
| Works independently with minimum supervision |  |  |  |  |  |
| Begins work in a timely manner |  |  |  |  |  |
| Willingness to work, interest/motivation  |  |  |  |  |  |
| Maintains quality of work/self-correction is used |  |  |  |  |  |
| Demonstrates adequate speed of work/production  |  |  |  |  |  |
| Attends to task until completed |  |  |  |  |  |
| Accepts supervision and/or constructive criticism |  |  |  |  |  |
| Cooperates/get along well with peers, supervisors- appropriately |  |  |  |  |  |
| Follows and retains directions |  |  |  |  |  |
| Adapts to new work situations  |  |  |  |  |  |
| Responds appropriately to statements/questions |  |  |  |  |  |
| Ask questions when necessary  |  |  |  |  |  |
| Demonstrates sufficient physical stamina/ physical abilities  |  |  |  |  |  |
| Exhibits appropriate personal hygiene and dresses appropriately  |  |  |  |  |  |
| Demonstrates potential for work performed |  |  |  |  |  |
| **Total**  |  |  |  |  |  |

Comments/Recommendations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evaluator Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_