

Dallas County Community College District
INTERNSHIP/PRACTICUM/COOPERATIVE EDUCATION
Evaluation Form - Basic Workplace Skills/Attributes (Part B)

Student _____ Rating Period _____
 Employer _____ Course _____

(On-site Supervisor: Please use this form throughout rating period to document your observation of student's skills/attributes. Please check the appropriate box for each item.)

Basic Workplace Skills/Attributes	RATING			
	Not Applicable	Exceeds Expectation	Satisfies Expectation	Needs Improvement
Basic Skills				
1. Locates, understands and interprets written information				
2. Communicates thoughts, ideas, information in writing				
3. Organizes ideas and communicates orally				
4. Receives, interprets, and responds to verbal messages and cues				
5. Performs basic computations (add, subtract, multiply, & divide)				
6. Utilizes appropriate mathematical techniques to solve complex problems				
7. Demonstrates appropriate computer skills				
Thinking Skills				
8. Demonstrates creative thinking				
9. Identifies goals and constraints, chooses best alternative				
10. Recognizes problem and devises/implements a solution				
11. Uses effective learning techniques				
12. Discovers and applies underlying rules or principles				
Interpersonal Skills				
13. Contributes to group effort as productive team member				
14. Works well with people from diverse backgrounds				
15. Exhibits responsible behavior				
Personal Attributes				
16. Exerts a high level of effort and perseveres towards goals				
17. Believes in self and maintains positive view of self				
18. Chooses ethical courses of action				
19. Sets relevant, goal related activities, prioritizes, and allocates time				
20. Maintains appropriate personal appearance and hygiene				

Additional comments concerning basic skills/attributes (attach additional pages if necessary): *(Supervisors are encouraged to explain unsatisfactory ratings)*

We the undersigned agree to the above ratings of basic skills/attributes:

Student _____ Date _____ Supervisor _____ Date _____