



GUAM COMMUNITY COLLEGE
AC292 Cooperative Education for Accounting
Employer's Rating Sheet

STUDENT:

MAJOR:

TRAINING SITE:

POSITION:

This rating sheet is to be completed at the mid-term and at the end-term of training period.

BEGINNING/ENDING DATES:

SUPERVISOR:

Please √ one:	Mid-term:	End-term:
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Please rate the following factors as:

	(0) Not Applicable	(1) Poor	(2) Fair	(3) Good	(4) Excellent
INITIATIVE		0 1 2 3 4		ORAL COMMUNICATION	0 1 2 3 4
COOPERATION		0 1 2 3 4		WRITTEN COMMUNICATION	0 1 2 3 4
ADAPTABILITY		0 1 2 3 4		FOLLOWS INSTRUCTION	0 1 2 3 4
DEPENDABILITY		0 1 2 3 4		ACCEPTS CORRECTION	0 1 2 3 4
JOB KNOWLEDGE		0 1 2 3 4		UNDERSTAND INSTRUCTIONS	0 1 2 3 4
JOB QUALITY		0 1 2 3 4		ATTENDS TO DETAIL	0 1 2 3 4
JOB QUANTITY		0 1 2 3 4		KEEPS ON TASK	0 1 2 3 4
ACCURACY		0 1 2 3 4		REPORTS TO WORK ON TIME	0 1 2 3 4
TACT		0 1 2 3 4		MEET PEOPLE	0 1 2 3 4
COURTESY		0 1 2 3 4		CONSERVES SUPPLIES	0 1 2 3 4
PERSONAL APPEARANCE		0 1 2 3 4		CARES FOR EQUIPMENT	0 1 2 3 4
USE SOURCES OF INFORMATION		0 1 2 3 4		MAINTAINS WORK ENVIRONMENT	0 1 2 3 4
SOLVES PROBLEMS		0 1 2 3 4		FOLLOWS PROCEDURES/GUIDELINES	0 1 2 3 4
UNDERSTANDS TRAINING CONCEPTS		0 1 2 3 4		COMMUNICATES WITH OTHERS	0 1 2 3 4
COMPLETES PROJECTS		0 1 2 3 4		PROVIDE CUSTOMER SUPPORT	0 1 2 3 4

NO. OF DAYS ABSENT FROM WORK: _____

NO. OF TIMES LATE TO WORK: _____

WAGE RATE AT THE END
OF THIS EVALUATION PERIOD: _N/A_

NUMBER OF HOURS WORKED DURING
THIS EVALUATION PERIOD: _____

ADDITIONAL COMMENTS:

Strengths

Areas for Improvement

What overall grade percentage would you award this student? _____%

NOTE: Please review this evaluation with the student, sign, and return to the Guam Community AC292 Instructor.

STUDENT

DATE

SUPERVISOR

DATE