



## GCC COSMETOLOGY PERFORMANCE REVIEW

Student: \_\_\_\_\_

Report Based on Performance During: \_\_\_\_\_ Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Factor	Overall Rating: 4 = Proficient, 3 = Satisfactory, 2 = Average, 1 = Needs Assistance					Score
<b>1. Knowledge of Work:</b> Job knowledge through experience, education and training. Understanding of "why" as well as "how".	Exceptionally thorough knowledge applied to job	Less than normal supervision required.	Adequately informed regarding own duties.	Requires frequent instruction and correction.	Fails to show improvement after repeated instruction.	
<b>2. Quality of Work:</b> Accuracy, thoroughness, neatness, intelligent analysis and organized thought; ability to meet quality standards.	Organizes well; extremely accurate; highest quality.	Work well done with few errors; good organizer.	Performance average; reasonably accurate.	Frequently unsatisfactory; below standard.	Many errors; untidy and slovenly.	
<b>3. Production:</b> Quality of work accomplished in a given period of time.	Exceptionally fast worker; sets pace for volume.	Rapid on routine duties; can take on extra work when needed.	Normal production for the job; keeps up with assigned duties.	Slow; needs occasional pushing.	Production very low; requires constant urging.	
<b>4. Initiative:</b> Ability to plan and act without being told every detail. Efforts at self-improvement - study courses, institute classes.	Constantly alert to learn; studies to increase knowledge in area.	Endeavors to qualify for profession and learn required duties involved.	Fairly progressive; secures information when needed.	Routine worker; little curiosity about duties of other than own.	Makes no effort to learn or advance.	
<b>5. Cooperation:</b> Ability to work with others; personality characteristics; emotional stability.	Cooperates to high degree; exceptionally well-liked by co-workers	Definitely cooperative; stable and rarely upset emotionally.	Gets along well with others; fairly flexible in adjusting to change.	Uncooperative and lacking in tact.	Stubborn, antagonistic, causes trouble.	
<b>6. Dependability:</b> Your confidence in student's ability to accept responsibility.	Outstanding ability to follow through on all assignments with no detail supervision.	Dependable, industrious and conscientious.	Usually follows instruction; needs some follow-up	Needs occasional follow-up. Steady worker, but could show more industry.	Undependable. Needs constant direction. Will not apply self.	
<b>7. Loyalty and Conduct:</b> Loyalty and honesty to GCC. Becoming conduct reflecting credit and confidence.	Displays extreme loyalty; and conduct always above reproach.	Pronounced loyalty; stimulates others by good example.	Loyalty adequate; handles self acceptability.	Loyalty questionable; occasionally abuses privileges. Conduct could be improved.	Complains about institution; unbecoming conduct, casts discredit on the school.	
<b>8. Ability to Meet Public:</b> Courtesy, tact, diplomacy, friendliness, manners, correctness of speech.	Superior in all public relations; extremely well-liked by clients.	High degree of desirable qualities; public relations good.	Friendly, demonstrates desire to be of service.	Hesitant; lacks polish improvement desired.	Rude, antagonizes; frequent customer complaints.	
<b>9. Judgement:</b> Appraise capacity for making sound decisions commensurate with level of function; ability to grasp situations to draw correct conclusions.	Excellent ability to analyze, plan and grasp problem; conclusion very reliable.	Renders good judgement regularly; alert in securing all facts.	Satisfactory analysis of average situations; evaluates facts properly; logical reasoning.	Judgement often premature; sometimes has poor sense of values; usually fails to secure all facts.	Neglects and misinterprets facts; poor judgement.	
<b>10. Punctuality</b> Tardiness; abuse of rest periods and other privileges.	Record as near perfect as could be expected.	Infrequent tardiness; rarely abuses privileges.	Tardiness not regular enough to offer problems.	Frequent tardy or late; improvement needed.	Excess tardiness; a definite problem.	
<b>11. Safety and Good Housekeeping:</b> Consider the student's safety record and willingness to cooperate in carrying out GCC's safety policies and good housekeeping practices.	Exercise great care; quick to sense possible hazards and make corrective suggestions.	Follows safety rules and regulations; keeps work place in good order.	Needs to be reminded occasionally of safety and good housekeeping practices.	Needs to be cautioned regularly on safety and orderliness of work place.	Careless of personal and other safety. Takes chances.	
TEST GIVEN BY:	TITLE:		DATE:		TOTAL SCORE:	

REVIEWED BY:	TITLE:	DATE:
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LETTER GRADE SCALE

Number Value	Percentage
A=4	94-100%
B=3	85-93%
C=2	75-84%