



## Work Experience Documentation

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

Work Site: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

To the Employer: Please confirm that this student has been employed for three months or longer. Include a copy of the employee's evaluation or complete the following appraisal.

| Category             | 4 | 3 | 2 | 1 | Rating Scale: 4=Excellent, 3=Good, 2=Fair, 1=Poor   |
|----------------------|---|---|---|---|---|
| Dependability        |   |   |   |   | Attendance, punctuality, reliability in meeting commitments                                 |
| Interpersonal Skills |   |   |   |   | Ability to get along with others, tactful, courteous, contributes to team effort            |
| Appearance           |   |   |   |   | Dress and grooming appropriate for business   |
| Work Ethics          |   |   |   |   | Motivation and energy for self-improvement, enthusiasm, pride in work, willingness to learn |
| Quality of Work      |   |   |   |   | Accurate, error free work   |

Comments:

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Printed Name of Supervisor \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_