

## RVCS PSP Work Experience Evaluation and Grading Form

\_\_\_\_\_ as a student at Rincon Valley Christian School Private Satellite Program is  
Student's name  
 enrolled in Work Experience at \_\_\_\_\_ as a \_\_\_\_\_.  
Place of employment Position

Evaluation Period from \_\_\_\_\_ to \_\_\_\_\_

Please circle the correct rating for each of the following:

	EXCELLENT		GOOD		NEEDS IMPROVEMENT			
1. Punctual	10	9	8	7	6	5	4	3
2. Appearance	10	9	8	7	6	5	4	3
3. Responsible	10	9	8	7	6	5	4	3
4. Work Habits	10	9	8	7	6	5	4	3
5. Works Well With Others	10	9	8	7	6	5	4	3
6. Works Well On Their Own	10	9	8	7	6	5	4	3

GRADING: Please total the number assigned for each of the above areas (1-6) and divide this number by 6: (1-6 total) \_\_\_\_\_ ÷ 6 = \_\_\_\_\_

Use the following scale to assign a grade for the quarter: 100 – 90 = "A"; 89 – 80 = "B";

79 – 70 = "C"; 69 – 60 = "D"; 59 – 0 "F"

Quarterly Grade Assigned: \_\_\_\_\_

COMMENTS \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

The above evaluation was concluded under my supervision.

\_\_\_\_\_  
Employer & Title Date: \_\_\_\_\_

This Work Experience evaluation form must be completed every QUARTER of the school year. Please return this form to the student or email to [lhoffman@rvchristian.org](mailto:lhoffman@rvchristian.org).