

AUSTIN COMMUNITY COLLEGE – COMMERCIAL MUSIC INTERNSHIP  
JOB PERFORMANCE RATING SHEET

(To be completed by employer)

Student \_\_\_\_\_ Due Date \_\_\_\_\_

Job Title \_\_\_\_\_

Please place the rating number in the appropriate column for those work habits and personal traits that apply to the student. N/A will designate "not applicable. "

Rating Key

- 1.....excellent
- 2.....good
- 3.....satisfactory
- 4.....needs improvement

WORK HABITS

- 1. Proper use and maintenance of equipment \_\_\_\_\_
- 2. Economy in use of materials \_\_\_\_\_
- 3. Organization of facts for assignments, systematization of work \_\_\_\_\_
- 4. Proper maintenance of work area \_\_\_\_\_
- 5. Ability to think critically \_\_\_\_\_
- 6. Anticipation of needs (projection of work load) \_\_\_\_\_
- 7. Ability to solve work related problems \_\_\_\_\_
- 8. Perseverance (industry, thoroughness, determination) \_\_\_\_\_
- 9. Accuracy as manifested in:
  - a. Written work \_\_\_\_\_
  - b. Record keeping \_\_\_\_\_
  - c. Interpretation of data \_\_\_\_\_
  - d. Proofreading/ Editing \_\_\_\_\_
- 10. Creativity in producing plans or ideas relating to work \_\_\_\_\_

## INTERPERSONAL SKILLS

1. Sense of fitness:
  - a. Appropriate grooming \_\_\_\_\_
  - b. Poise/ self control \_\_\_\_\_
2. Regularity of attendance/ punctuality \_\_\_\_\_
3. Ability to express ideas \_\_\_\_\_
4. Dependability/ Reliability \_\_\_\_\_
  - a. Following instructions \_\_\_\_\_
  - b. Observing rules \_\_\_\_\_
5. Adaptability to new situations:
  - a. Judgment \_\_\_\_\_
  - b. Alertness \_\_\_\_\_
  - c. Tactfulness, sensitivity \_\_\_\_\_
  - d. Open to change \_\_\_\_\_
  - e. Thinks, Retains ideas \_\_\_\_\_
6. Enthusiasm for work
  - a. Initiative \_\_\_\_\_
  - b. Cheerfulness \_\_\_\_\_
  - c. Persistence \_\_\_\_\_
7. General attitude toward people:
  - a. Cooperation \_\_\_\_\_
  - b. Openness \_\_\_\_\_

COMMENTS, PLEASE:

Employer Signature \_\_\_\_\_

Has this evaluation been discussed with the student?

Yes \_\_\_\_\_ No \_\_\_\_\_