

Evaluation for: _____

Property Name: _____

Final Evaluation _____ **or Early Departure** _____

Please rate the performance of the participant listed above by circling the appropriate number next to each item.

- Key: 5 – Excellent
4 – Good
3 – Average
2 – Below Average
1 – Unsatisfactory

Note: When rating the Exchange Visitor, please measure his/her improvement or decline in performance from his/her midpoint evaluation.

Quality of Work – Accuracy, thoroughness	5	4	3	2	1
Reliability – dependable, punctual, attendance	5	4	3	2	1
Ability to Learn – Grasps and retains new skills	5	4	3	2	1
Works independently	5	4	3	2	1
Works well under supervision	5	4	3	2	1
Team player – ability to work effectively with others	5	4	3	2	1
Quantity of Work – Volume, pace and effort	5	4	3	2	1
Responsible	5	4	3	2	1
Gets along with co-workers	5	4	3	2	1
Attitude – Willingness to accept assignments	5	4	3	2	1
Shows leadership	5	4	3	2	1
Drive/Determination	5	4	3	2	1
Professionalism	5	4	3	2	1
Competence – Applies experience and training	5	4	3	2	1
Follows instructions	5	4	3	2	1
Desire to learn	5	4	3	2	1
Accepts constructive criticism	5	4	3	2	1
Understands significance of training	5	4	3	2	1

If participant's evaluation ratings are a 3 or below, please comment on why you feel there was a decline in performance:

Supervisor's Printed Name

Supervisor's Email Address

Supervisor's Signature

Date

Participant's Signature

Date