

## Employee Evaluation Form

Employee name: \_\_\_\_\_

Date: \_\_\_\_\_

A. Attendance and participation		No				Yes				Comments
<b>1</b>	I am present and on time every day.	1	2	3	4	1	2	3	4	_____
<b>2</b>	I participate with a positive attitude.	1	2	3	4	1	2	3	4	_____
<b>3</b>	I speak only in English.	1	2	3	4	1	2	3	4	_____

B. Performance		No				Yes			
<b>1</b>	I can shake hands and exchange business cards.	1	2	3	4	1	2	3	4
<b>2</b>	I can introduce myself and use simple greetings.	1	2	3	4	1	2	3	4
<b>3</b>	I can ask personal questions appropriately.	1	2	3	4	1	2	3	4
<b>4</b>	I can ask follow-up questions during conversations.	1	2	3	4	1	2	3	4
<b>5</b>	I can answer follow-up questions about my life.	1	2	3	4	1	2	3	4
<b>6</b>	I can participate in short "free topic" conversations.	1	2	3	4	1	2	3	4
<b>7</b>	I can clearly understand my co-workers and supervisors.	1	2	3	4	1	2	3	4
<b>8</b>	I can speak smoothly, without long pauses.	1	2	3	4	1	2	3	4
<b>9</b>	I can take short notes in English.	1	2	3	4	1	2	3	4
<b>10</b>	I can express my opinions in a small group.	1	2	3	4	1	2	3	4

What have you learned so far? \_\_\_\_\_  
\_\_\_\_\_

What can you do to improve? \_\_\_\_\_  
\_\_\_\_\_

## C. Grading

Be honest. This will *not* affect your final grade.

I want to receive a final grade of

A    B    C    F

So far, I deserve a grade of

A    B    C    F

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_