

Employee Evaluation Form

Employee name: _____

Date: _____

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

B. Performance		No				Yes			
1	I can discuss my likes and dislikes in a small group.	1	2	3	4	1	2	3	4
2	I can share ideas and give my opinion politely.	1	2	3	4	1	2	3	4
3	I am an active participant in all team activities.	1	2	3	4	1	2	3	4
4	I ask questions when I don't understand.	1	2	3	4	1	2	3	4
5	I can explain when someone doesn't understand me.	1	2	3	4	1	2	3	4
6	I can communicate well in short "free topic" conversations.	1	2	3	4	1	2	3	4
7	I can understand instructions from my superiors (DVD).	1	2	3	4	1	2	3	4
8	I can think of several good product ideas.	1	2	3	4	1	2	3	4
9	I can speak smoothly and clearly, without long pauses.	1	2	3	4	1	2	3	4
10	I can work well in a small group using only English.	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: _____

