

## 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 communicate well in short "free topic" conversations.	1	2	3	4	1	2	3	4
<b>2</b>	I can ask follow-up questions to maintain a conversation.	1	2	3	4	1	2	3	4
<b>3</b>	I can understand instructions from my superiors (DVD).	1	2	3	4	1	2	3	4
<b>4</b>	I can take useful notes from a short presentation.	1	2	3	4	1	2	3	4
<b>5</b>	I can speak smoothly and clearly using my own notes.	1	2	3	4	1	2	3	4
<b>6</b>	I can express my opinion politely in group discussions.	1	2	3	4	1	2	3	4
<b>7</b>	I can politely persuade or disagree with others.	1	2	3	4	1	2	3	4
<b>8</b>	I can debate a topic by listing its pros and cons.	1	2	3	4	1	2	3	4
<b>9</b>	I can ask questions when I don't understand.	1	2	3	4	1	2	3	4
<b>10</b>	I can give an effective poster presentation.	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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_