

## 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 participate well in small group conversations.	1	2	3	4	1	2	3	4
<b>2</b>	I often ask and answer follow-up questions during conversations.	1	2	3	4	1	2	3	4
<b>3</b>	I can prepare a questionnaire in English.	1	2	3	4	1	2	3	4
<b>4</b>	I can explain, and ask and answer questions about a new product.	1	2	3	4	1	2	3	4
<b>5</b>	I can discuss new or incomplete information in a small group.	1	2	3	4	1	2	3	4
<b>6</b>	I can analyze and summarize information for a short presentation.	1	2	3	4	1	2	3	4
<b>7</b>	I can format information for a presentation (charts, handouts, etc.).	1	2	3	4	1	2	3	4
<b>8</b>	I can ask and answer questions during a formal presentation.	1	2	3	4	1	2	3	4
<b>9</b>	I can speak smoothly and clearly using my notes.	1	2	3	4	1	2	3	4
<b>10</b>	I can participate well in a short, formal 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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_