

Mt Oak Christian School

Work-Study/Internship Program for High School Elective Credit

Student: _____

Grade: _____ (9th, 10th, 11th or 12th)

Supervisor: _____

Work Phone: _____

Grading Scale:	To be completed by Supervisor			
A=Exceeds Expectations				
B=Meets Expectations				
C=Needs Improvement				
U=Unacceptable				
Criteria	A	B	C	U
1. Attendance: Comes to work when scheduled & arrives/leaves on time Notifies business or agency in advance of unplanned absence				
2. Character: Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline and self-responsibility.				
3. Appearance: Displays appropriate dress, grooming, hygiene and etiquette.				
4. Attitude: Demonstrates a positive attitude; appears self-confident; has realistic expectations of self. Displays "the Golden Rule" to everyone.				
5. Productivity: Follows all safety practices; conserves materials; keeps work areas efficient; follows directions and procedures, and is a team player.				
6. Organization Skills: Demonstrates skills in prioritizing and management of time and stress; demonstrates flexibility in handling challenge.				
7. Communication: Displays appropriate nonverbal (eye contact, body language) and oral (listening, phone etiquette, & grammar) skills.				
8. Cooperation: Emotionally calm, patient and supportive; appropriately handles criticism, conflicts, and complaints; works well with others.				
9. Respect: Deals appropriately with cultural/racial/gender/age diversity; shows no mistreatment to others & is kind and courteous to with others.				
10. Teamwork: Respects the rights of others; respects confidentiality; is a team player; has a good attitude, & seeks opportunities to learn.				