



# Smithtown High School Career Jump Start Program

Evaluation #2 - To be completed after 15 weeks on the job.

**Dear Employer:**

**This student is enrolled in one of our work-based learning programs and will receive a letter grade on his/her report card. Please rate the student by placing an "X" in the appropriate box.**

*Mrs. Susan Gubing, School/Industry Coordinator, (516)361-2435*

FAX TO: (516) 265-6001 (No cover sheet required). OR mail to: Mrs. S. Gubing, Smithtown H.S. 100 Central Road,

WORK BEHAVIORS	ABOVE AVERAGE	SATIS- FACTORY	BELOW EXPECTATIONS
Appropriate appearance for the work place.			
Dependable and punctual - present 99% of the time.			
Keeps work area clean and organized..			
Demonstrates interest and enthusiasm for the tasks to be done.			
Demonstrates cooperation. Works well with others.			
Courteous to customers and co-workers.			
Uses good judgment in dealing with daily tasks and customers.			
Honest and loyal employee.			
Demonstrates initiative. Finds tasks to complete when unsupervised.			

Corporation: \_\_\_\_\_ Evaluator's Name \_\_\_\_\_

Evaluator's Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Dear Employer:

Thank you for hiring our student from Smithtown High School.

If you desire future employees, please call Mrs. S. Gubing, (516)361-2435. Our new Co-op students have prepared resumes for your perusal.

Sue Gubing