



Grading Tool for Work Experience

Student's Name: _____ Course Title: _____

Assignment/Time Period Graded: _____

Directions:

1. From the criteria below, check exactly 10 which apply to the assignment.
2. Based on the student's aptitude, performance, and personal investment, mark a number on the selected criteria between 6 and 10 (see scoring guide below).
3. Use the score box at the bottom of the page to record a resulting numeric grade for the assignment/time period.

Scoring Guide:

6= Criterion not attempted | 7= Criterion not met | 8= Criterion met | 9= Criterion exceeded | 10= Criterion perfect

___ Demonstrates moral integrity	6	7	8	9	10
___ Demonstrates interest in the job	6	7	8	9	10
___ Demonstrates positive work attitude	6	7	8	9	10
___ Demonstrates self-motivation	6	7	8	9	10
___ Works hard	6	7	8	9	10
___ Takes initiative	6	7	8	9	10
___ Demonstrates clear thinking	6	7	8	9	10
___ Readily sees what needs to be done	6	7	8	9	10
___ Asks questions when necessary	6	7	8	9	10
___ Receives training/instruction well	6	7	8	9	10
___ Communicates well	6	7	8	9	10
___ Performs given tasks well	6	7	8	9	10
___ Shows care for detail	6	7	8	9	10
___ Achieves goals well	6	7	8	9	10
___ Growth in understanding of necessary job concepts	6	7	8	9	10
___ Grown in work skills	6	7	8	9	10
___ Applies creativity for increased efficiency	6	7	8	9	10
___ Applies creativity for increased effectiveness	6	7	8	9	10
___ Follows directions	6	7	8	9	10
___ Other _____	6	7	8	9	10
___ Other _____	6	7	8	9	10

Add up the combined score of each criterion used. The final grade is: _____

Grader (print): _____ Signature: _____ Date: _____