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1. **Attitude and Cooperation (i.e. pleasant, helpful)**
   - Comments: _______________________

2. **Initiative (i.e. does work on his/her own)**
   - Comments: _______________________

3. **Mastery of job skills (i.e. skilled in all areas of work)**
   - Comments: _______________________

4. **Attendance and Punctuality (i.e. on time)**
   - Comments: _______________________

5. **Responsibility (i.e. dependable)**
   - Comments: _______________________

6. **Efficiency (i.e. prompt, accurate)**
   - Comments: _______________________

7. **Productivity (i.e. produces desired quantity of work)**
   - Comments: _______________________

**General Comments:** _____________________________________________________________
______________________________________________________________________________

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**Supervisor and/or Department Head’s Signature**  
__Date__

**Student’s Signature**  
__Date__