



Frontier Academy
"Inspiring Excellence"

FRONTIER ACADEMY SECONDARY SCHOOL
GUIDANCE OFFICE

(Date)

Dear Employer,

Would you please take a moment to complete this brief work evaluation form? Thank you.

Student Name: _____ Employer: _____

Phone Number: _____

WORK EVALUATION (Please check the appropriate column.)

QUALITIES	SUPERIOR	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	POOR
Appearance					
Attendance					
Professionalism					
Job Performance					

To the best of your knowledge did the above student complete 100 hours since August 15, 2007.

_____ YES

_____ NO

REMARKS:

Signature of Evaluator

Evaluator's Position

Please return in the self addressed envelope to: Nathan Buxman, Guidance Office, Frontier Academy Secondary School, 6530 16th Street, Greeley, CO. 80634

Internship Requirements

3 typed pages

12 font (Times New Roman), Double Spaced, 1" margins

Your grade for this internship will be based upon: **1)** 100 completed, documented hours. **2)** Employer Evaluation and **3)** Self Evaluation (this paper). Please follow the exact instructions for the maximum point value. I would like all three of these items turned into my office before **December 20, 2007** if you would like this to reflect on your first semester report card or by **May 22, 2008** to reflect on the second semester.

Cover~ **Job Description:** What do you do, what are your requirements, what does the company do, how do you assist them in meeting their goals.

What you Learned: Talk about what you learned while on this job, not only about a specific skill, but about yourself. What qualities or characteristics will you take with you into your future career. Even if you disliked the job and would never do it again, this is important to know so please state this and why. There are not right or wrong answers, but simply thoughts. What is your future career path and how would this experience help you.

Areas of Strength & Areas for Improvement: What did you do well while on this job, speak of attendance, ability, responsibility, professionalism, dedication. After doing this job, what do you need to do to become a better employee?