



Family Tree Private School

THE STUDENT IS TO SUBMIT THIS FORM TO THE EMPLOYER FOR SIGNATURE, THEN RETURN IT TO THE SCHOOL AT THE END OF EVERY SCHOOL SEMESTER.

To Employer: *This student has agreed to participating in an On-The-Job experience (OJT) with your organization because he/she has expressed an interest in this career path, or is requesting this experience as part of a prospective major in college or a vocation.*

Hours per week for credit awarded at our school is as follows: 5 hrs. or less=.5 credit; 6-10 hrs.=1 credit; 11-15 hrs.= 2 credits; 16-19 hrs. = 2.5 credits; 20-25 hrs. = 3 credits.

STUDENT ON THE JOB EVALUATION

Student:

Student's Position/ Responsibility:

Hours per week:

Firm's Name:

Address:

Phone No.:

Evaluating Person's Name:

Circle Number: **1** Excellent **2** Very Good **3** Good **4** Fair **5** Poor

Attitude on job-----	1	2	3	4	5
Work Habits -----	1	2	3	4	5
Punctuality -----	1	2	3	4	5
Follows Instructions-----	1	2	3	4	5
Appearance -----	1	2	3	4	5
Willingness to learn -----	1	2	3	4	5
Completes Assignments -	1	2	3	4	5
Ability to Handle Job ----	1	2	3	4	5

Other Comments or Recommendations:

Employer Signature: _____ Date: _____