

**Dallas County Community Colleges  
Internship/ Practicum/ Cooperative Education  
Evaluation Form- Basic Workplace Skills/ Attributes (Part B)**

**Student Name:** \_\_\_\_\_ **Rating Period:** \_\_\_\_\_

**Employer:** \_\_\_\_\_ **Course:** \_\_\_\_\_

(Onsite Supervisor: Please use this form throughout rating period to document your observation of student's skills/ attributes. Please check the appropriate box for each item.)

Basic Workplace Skills/ Attributes	Rating			
	Not Applicable	Exceed Expectations	Satisfies Expectations	Needs Improvement
<b>Basic Skills</b>				
1. Locates, understands, and interprets written information.				
2. Communicates thoughts, ideas, information in writing.				
3. Organizes ideas and communicates orally.				
4. Receives, interprets, and responds to verbal messages and cues.				
5. Performs basic computations (add, subtract, multiply, & divide).				
6. Utilizes appropriate mathematical techniques to solve complex problems.				
7. Demonstrates basic computer skills				
<b>Thinking Skills</b>				
8. Demonstrates Creative Thinking				
9. Identifies goals and constraints, chooses best alternative.				
10. Recognizes problem and devices				
11. Use effective learning techniques.				
12. Discovers and applies underlying rules or principles.				
<b>Interpersonal Skills</b>				
13. Contributes to group effort as productive team member.				
14. Works well with people with diverse background.				
15. Exhibits responsible behavior.				
<b>Personal Attributes</b>				
16. Exerts a high level of effort and perseveres towards goals.				
17. Believes in self and maintains positive view of self.				
18. Chooses ethical courses of action.				
19. Sets relevant, goal related activities, prioritizes, and allocates time.				
20. Maintains appropriate personal appearance and hygiene.				

**Additional comments concerning basic skills/ attributes** (attach additional pages if necessary): (Supervisors are encouraged to explain unsatisfactory ratings)

\_\_\_\_\_

\_\_\_\_\_

We the undersigned agree to the above ratings of basic skills/ attributes:

\_\_\_\_\_

Student Date

\_\_\_\_\_

Supervisor Date

*Educational opportunities are referred by the Dallas County Community College District without regard to race, color, age, national origin, religion, sex or disability.*