



Arrupe Corporate Work Study Program

Attention Supervisor: Please complete this 1st Quarter 2021 Progress Report of your student worker's performance since August 9-October 2. **Please complete by October 9th.**

You can return the form with the student, Attn: Vianney Rodriguez or email it to vrodriquez@arrupemail.org
Please make a copy for your records. Thank you!

Supervisors: This progress report is a reflection of the student's **overall performance** for the **first quarter** of the school year. Please be honest in your evaluation; the purpose of this progress report is to give the students a more concrete picture of how you, the supervisor, perceive their work performance. Ideally, students will use this feedback to continue building upon strengths and improving areas of weakness so that at the end of the semester, their official Mid-Year Evaluation will reflect improvement and a strong effort.

Student Name _____ Student Work Day, Graduating Year: _____ Company: _____

Name of Supervisor Completing Progress Report (please print): _____ Phone Number: _____

Supervisors – please place an 'X' next to the phrase that best reflects the student's performance, writing any additional comments on the back.

1. WORK EFFICIENCY: *The ability of the student to complete work projects quickly and accurately*

☐ Rarely Meets Expectations ☐ Occasionally Meets Expectations ☐ Meets Expectations ☐ Occasionally Exceeds Expectations ☐ Consistently Exceeds Expectations

Comments:

2. ADAPTABILITY: *The ability of the student to retain and use previously taught skills*

☐ Rarely Meets Expectations ☐ Occasionally Meets Expectations ☐ Meets Expectations ☐ Occasionally Exceeds Expectations ☐ Consistently Exceeds Expectations

Comments:

3. COMMUNICATION SKILLS: *The ability of the student employee to engage with peers and supervisors*

☐ Rarely Meets Expectations ☐ Occasionally Meets Expectations ☐ Meets Expectations ☐ Occasionally Exceeds Expectations ☐ Consistently Exceeds Expectations

Comments:

4. INITIATIVE: *The extent to which the student employee is self-motivated*

☐ Rarely Meets Expectations ☐ Occasionally Meets Expectations ☐ Meets Expectations ☐ Occasionally Exceeds Expectations ☐ Consistently Exceeds Expectations

Comments:

5. ENTHUSIASM AND MOTIVATION: *The extent to which the student employee is eager to succeed*

☐ Rarely Meets Expectations ☐ Occasionally Meets Expectations ☐ Meets Expectations ☐ Occasionally Exceeds Expectations ☐ Consistently Exceeds Expectations

Comments:

6. OVERALL WORK PERFORMANCE: *Please consider the contribution this student has made to your organization since August 13th*

☐ Rarely Meets Expectations ☐ Occasionally Meets Expectations ☐ Meets Expectations ☐ Occasionally Exceeds Expectations ☐ Consistently Exceeds Expectations

Comments:

7. What is one thing your student can do to either improve upon or maintain their overall rating for the next evaluation period?

More room on reverse for comments

Additional comments:

1st Quarter (Aug - October 2021) Progress Report

Student (Print First & Last Name): _____

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