

Grading Tool for Work Experience

Adapted from April Thome, NARS Staff

DIRECTIONS:

1. Make as many copies of this blank "Grading Tool" as you need. We suggest you do not write on the original.
2. From the list of criteria below, check TEN (10)—and ONLY ten—which apply to the assignment.
3. Based on the student's aptitude, performance, and investment, mark a number (on only those selected criteria) between 6 and 10:

⑥ = criterion NOT done; ⑦ = criterion not met; ⑧ = criterion met; ⑨ = beyond criterion; ⑩ = excels re: criterion

4. Use the score box at the bottom of this page* to record a resulting numeric grade for the assignment / time period graded.

STUDENT'S NAME: _____

Course Title: _____

Assignment / Time Period Graded: _____

Date: _____

___	Demonstrates moral integrity	6	7	8	9	10
___	Demonstrates interest in the job	6	7	8	9	10
___	Demonstrates positive work attitude	6	7	8	9	10
___	Demonstrates self-motivation	6	7	8	9	10
___	Works hard	6	7	8	9	10
___	Takes initiative	6	7	8	9	10
___	Demonstrates clear thinking	6	7	8	9	10
___	Readily sees what needs to be done	6	7	8	9	10
___	Asks questions when necessary	6	7	8	9	10
___	Receives training / instruction well	6	7	8	9	10
___	Communicates well	6	7	8	9	10
___	Performs given tasks well	6	7	8	9	10
___	Shows care for details	6	7	8	9	10
___	Achieves goals well	6	7	8	9	10
___	Growth in understanding of necessary job concepts	6	7	8	9	10
___	Growth in work skills	6	7	8	9	10
___	Applies creativity for increased efficiency	6	7	8	9	10
___	Applies creativity for increased effectiveness	6	7	8	9	10
___	Follows directions	6	7	8	9	10
___	Other _____	6	7	8	9	10
___	Other _____	6	7	8	9	10

Example

9

8

7

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8

10

9

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7

7

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6

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7

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*SCORE BOX:

Add up the combined score of each criterion used. The final grade is : _____

Grader (Print): _____ Signature: _____

EXAMPLE calculated:

All scores (above) total = 78

Therefore, the final grade is

78