



NDCR Corporate Work Study Program, 2019-2020

Route: _____

Timecard & Daily Performance

Student: _____ Grade/Work Day: _____ Sponsor: _____

Supervisor: _____ Office Phone: _____

DATE	Start Time	Lunch Leave	Lunch Return	End Time	Student Initials
GRADE	1=F	2=D	3=C	4=B	5=A
Criteria	Rarely Meets Expectations	Occasionally Meets Expectations	Meets Expectations	Occasionally Exceeds Expectations	Consistently Exceeds Expectations

Supervisors: Date and times must be written in by student before signing.

Please CIRCLE daily performance rating and share any comments on back.

Supervisor Signature: _____

Mark "X" here if you would like to be contacted by CWSP _____

CWSP Transportation Contact Information

Deborah Shell, Executive Director

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Paul Tanklefsky, Program Coordinator

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SUPERVISOR COMMENTS

Please use the space below to share any concerns, comments or suggestions you may have about the student's performance, (i.e. quality of work, attitude, initiative, and adherence to dress code and electronics policies), as well as any aspect of the Corporate Work Study Program, (i.e. communication, transportation).

Please include your contact information to ensure that CWSP has your correct information.



Performance Review Criteria:

Consistently Exceeds Expectations: Student's work exceeds job standards.

Occasionally Exceeds Expectations: The individual provides accurate, efficient work and is reliable and responsible.

Meets Expectations: Consistently meets job standards.

Occasionally Meets Expectations: There are concerns about this individual's initiative, accuracy and/or enthusiasm.

Rarely Meets Expectations: Performance does not meet jobs standards. Performance needs to improve quickly and dramatically.