

**Dallas County Community College District**  
**INTERNSHIP/PRACTICUM/COOPERATIVE EDUCATION**  
**Evaluation Form C – Basic Workplace Skills/Attributes**

Student \_\_\_\_\_ Semester \_\_\_\_\_ Year \_\_\_\_\_

Employer \_\_\_\_\_ Course \_\_\_\_\_

*(On-site Supervisor: Please use this form throughout the semester to document your observation of the student's skills/attributes. Please check the appropriate box for each item.)*

Basic Workplace Skills/Attributes	Rating		
	Satisfactory	Not Applicable	Unsatisfactory
<b>Basic Skills</b>			
1. Locates, understands and interprets written information.			
2. Communicates thoughts, ideas, and 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 appropriate computer skills.			
<b>Thinking Skills</b>			
8. Demonstrates creative thinking.			
9. Identifies goals and constraints, chooses best alternative.			
10. Recognizes problems and devises/implements a solution.			
11. Uses effective learning techniques.			
12. Discovers and applies underlying rules or principles.			
<b>Interpersonal Skills</b>			
13. Contributes to group effort as a productive team member.			
14. Works well with people from diverse backgrounds.			
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 course 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)*

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

Student \_\_\_\_\_ Date \_\_\_\_\_ Supervisor \_\_\_\_\_ Date \_\_\_\_\_