

Procedures Self Evaluation

Name: _____ Teacher: _____

E-Excellent (90-100%) VG- Very Good (80-90%) G-Good (70-80%) S-Satisfactory (60-70%) N- Needs Improvement (below 60%)

Put a check mark in the column that best describes your achievement:

Procedures	E	VG	G	S	N
1. Duo tang handed in on time					
2. Weekly journals completed in detail					
3. Logs filled out correctly with dates, description of work and supervisor signature					
4. Hours up-to-date and on track					
5. Folder complete and handed in					
6. WSIB form complete and handed in					
7. Course fee paid					
8. Workplace attendance					
9a. AM students only: sign-in at office each day					
9b. PM students only: arrive on time to work in PM					
10. Two Phone calls made in case of absence or late (give yourself E if you have not been late or absent, N if you did not make the calls)					
Column totals					
					Overall total: (teacher use only)