

## Supervisor Assessment: Applying for a Job

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Instructor:** Complete this assessment as the student engages in the application process, or during simulated exercises.

1) Prior to the student's application, does he know where to go to obtain information on previous employers, addresses, contact information, etc. in order to complete applications?

**1**  
**Not Good**

**2**  
**Fair**

**3**  
**Good**

**4**  
**Super**

Note specific omissions or areas for improvement: \_\_\_\_\_

2) Prior to the student's application, does he have available all necessary personal information, all relevant work experience with locations, dates and supervisors, a date when he could begin employment, educational history, resume and references (permission received from each to provide a reference)?

**1**  
**Not Good**

**2**  
**Fair**

**3**  
**Good**

**4**  
**Super**

Note specific omissions or areas for improvement: \_\_\_\_\_

3) Does the student find company websites and obtain applications for completion independently?

**1**  
**Not Good**

**2**  
**Fair**

**3**  
**Good**

**4**  
**Super**

Note any problems that the student may have demonstrated in obtaining applications online: \_\_\_\_\_

4) Does the student act courteously in requesting an application in person and answering questions appropriately when retrieving the application?

**1**  
**Not Good**

**2**  
**Fair**

**3**  
**Good**

**4**  
**Super**

Note any areas of difficulty for the student in directly requesting an application: \_\_\_\_\_

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5) Does the student thoroughly and accurately complete either the online or paper-based application, providing all information as needed?

**1**  
**Not Good**

**2**  
**Fair**

**3**  
**Good**

**4**  
**Super**

Note any areas of difficulty for the student in completing the application: \_\_\_\_\_

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6) Does the student follow an appropriate timeline in waiting for and seeking out information from the business after making his application?

**1**  
**Not Good**

**2**  
**Fair**

**3**  
**Good**

**4**  
**Super**

Note how the student deals with the anxiety of waiting for a response from a potential employer: \_\_\_\_\_

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7) Does the student provide a cover letter that expresses interest, provides the student's strengths and skills as they relate to the position, provides all necessary contact information, does so in a business-letter format that is no more than one page long and without errors?

**1**  
**Not Good**

**2**  
**Fair**

**3**  
**Good**

**4**  
**Super**

8) Does the student complete pre-employment screening assessments thoroughly, answering questions appropriately to address his teamwork, his customer skills, his ability to follow company rules and to perform according to company standards?

**1**  
**Not Good**

**2**  
**Fair**

**3**  
**Good**

**4**  
**Super**

Note any areas of difficulty in answering all questions appropriately or in completing pre-employment screening assessments? \_\_\_\_\_

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9) *If the student requires accommodations under ADA during the pre-employment screening assessment process, does he submit the request appropriately and courteously?*

**1**  
**Not Good**

**2**  
**Fair**

**3**  
**Good**

**4**  
**Super**

*Note any areas of difficulty for the student in requesting accommodation:* \_\_\_\_\_

*Additional comments or concerns:*