



Faculty Reference and Release Form

To be completed by student:

Student's Full Name _____ Student ID# _____

Program _____ Expected Mo./Yr. of Graduation _____

This evaluation is based on courses: _____

Dates attended CVTC: From _____ (month/year) to _____ (month/year)

I hereby grant _____ permission to discuss my academic
(instructor's name)
 performance, abilities, and qualifications for employment with prospective employers. This authorization may be revoked at any time by me in writing.

 Student's Signature

 Date Signed

To be completed by instructor:

The following criteria are used to evaluate student performance
Rating Scale – Level of Achievement
3 – Exceeds standards for employment 2 – Meets standards for employment
1 – Does not meet standards for employment N – Not observed

Working Productively/Assuring Quality

An individual possesses and applies effective work habits and attitudes within an organizational (classroom, lab, or shop) setting.	Rating			
	3	2	1	N
1. Manages time and workload (assignments, projects)				
2. Follows safety procedures/rules				
3. Handles responsibility in a dependable manner				
4. Carries out instructions				

Comments _____

Learning Effectively

An individual possesses necessary basic skills in reading, writing, and computing; applies skills in acquiring information; uses learning tools and strategies.	Rating			
	3	2	1	N
1. Listens carefully				
2. Uses learning resources				
3. Organizes information				
4. Asks questions				

Comments _____

Communicating Clearly

An individual is able to apply appropriate writing, speaking, and listening skills in order to precisely convey information, ideas, and opinions.	Rating			
	3	2	1	N
1. Applies the English language correctly (spelling, grammar, structure)				
2. Speaks understandably				
3. Writes understandably				
4. Demonstrates ability to listen effectively				
5. Uses language appropriate to situation				

Comments _____

Working Cooperatively

An individual is capable of working with others to complete tasks, solve problems, resolve conflicts, provide information, and offer support.	Rating			
	3	2	1	N
1. Works cooperatively with others (classroom, shop, practicing)				
2. Demonstrates respect for others through word and action				
3. Provides and accepts feedback				

Comments _____

Acting Responsibly/Acting With Integrity

An individual recognizes an obligation to self and others for his or her decisions and actions.	Rating			
	3	2	1	N
1. Attends class regularly and punctually				
2. Assumes responsibility for completing assignments				
3. Performs assigned tasks				
4. Works productively and stays on task				

Comments _____

Thinking Critically and Creatively

An individual applies the principles and strategies of purposeful, active, organized thinking.	Rating			
	3	2	1	N
1. Demonstrates willingness to recognize others' point of view				
2. Recognizes the difference between facts and opinions				

Comments _____

Applying Technology

An individual uses the principles of science and recognizes the impact of technology.	Rating			
	3	2	1	N
1. Uses appropriate scientific equipment, methods, and safety precautions				
2. Demonstrates technological literacy (software/hardware skills, internet skills)				

Comments _____

Demonstrating Global Awareness

An individual demonstrates effective interpersonal and intergroup behaviors in cross-cultural interactions and effective social interaction in a variety of situations.	Rating			
	3	2	1	N
1. Respects cultural differences				
2. Communicates in a culturally sensitive manner				

Comments _____

Instructor's Name

Instructor's Signature

Date Signed