



**NOTRE DAME HIGH SCHOOL  
CORPORATE WORK STUDY PROGRAM  
2011-2012 TIME CARD**

**Student Name:** \_\_\_\_\_ **Student Cell Phone:** \_\_\_\_\_  
**Employment Partner:** \_\_\_\_\_ **Primary Supervisor:** \_\_\_\_\_  
**Title:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

Date	Start Time	Leave for Lunch	Back from Lunch	End Time	Student Initials

**Please circle daily Performance Rating (criteria listed on reverse)**

1=40%	1.5=50%	2=60%	2.5=70%	3=80%	3.5=90%	4=100%
<b>Failure</b>	<b>Unsatisfactory</b>	<b>Borderline</b>	<b>Fair</b>	<b>Good</b>	<b>Very Good</b>	<b>Outstanding</b>

Please make sure all **times** are written in above \_\_\_\_\_

*Supervisor Signature (please update any information above)*

<b>Contact Information</b>			
Sr. Maryalyce Gilfeather, SND	978-689-8222 x33	617-571-8406 (cell)	978-689-1967 (fax)
Julia White	978-689-8222 x23	978-273-4446 (cell)	978-689-1967 (fax)
Katie Durant	978-689-8222 x21	978-382-0531 (cell)	978-689-1967 (fax)

Please use this space to share any concerns, comments or suggestions you might have about the student's performance (including quality and quantity of work, and adherence to dress code and electronics policy) or any aspect of CWSP (including transportation). **Please fill in the information at the top so that the CWSP will have your correct information.**

**COMMENTS**

**Performance Review Criteria:**

- Outstanding:** Student's work exceeds job standards.
- Very Good:** The work quality is excellent in all tasks. The individual provides accurate, efficient work and is reliable and responsible.
- Good:** Consistently meets job standards.
- Fair:** There are concerns about this individual's initiative, accuracy and / or enthusiasm.
- Borderline:** Performance is questionable and below expected standards.
- Unsatisfactory:** Performance does not meet jobs standards. Performance needs to improve quickly and dramatically.