

# FORDHAM PREPARATORY SCHOOL CHRISTIAN SERVICE PROGRAM

## Evaluation of Student by Agency

Dear Agency Representative:

Fordham Preparatory School would like to thank you for providing students with an opportunity to learn through service. A critical component of the experience is the evaluation of the student's performance by the agency. We ask that you complete this form and mail it to:

Fordham Preparatory School  
Service Program  
East Fordham Rd.  
Bronx, NY 10458  
**Fax: 718-367-7598**

If you have any questions, please call Mr. Paul Homer at (718) 367-7500 x242. Again, thank you for your support of our program.

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**Student's name:** \_\_\_\_\_ **Graduation year:** \_\_\_\_\_

**Student's service teacher:** \_\_\_\_\_ **Period:** \_\_\_\_\_

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**Name of agency:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone number:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Title:** \_\_\_\_\_

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**Student's responsibilities at agency:** \_\_\_\_\_

\_\_\_\_\_

**Dates student started and finished at agency:** \_\_\_\_\_

\_\_\_\_\_

**Total number of hours served at agency:** \_\_\_\_\_ **Initials:** \_\_\_\_\_

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**(Please fill out questionnaire on reverse side)**

**Please rate the student's performance in the following areas:**

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Can't Judge</u>
<b>1. Punctuality</b>	_____	_____	_____	_____	_____
<b>2. Provided notification if late or absent</b>	_____	_____	_____	_____	_____
<b>3. Dependability</b>	_____	_____	_____	_____	_____
<b>4. Cooperation with staff</b>	_____	_____	_____	_____	_____
<b>5. Sensitivity to those being served</b>	_____	_____	_____	_____	_____
<b>6. Courtesy</b>	_____	_____	_____	_____	_____
<b>7. Creativity and resourcefulness</b>	_____	_____	_____	_____	_____
<b>8. Communication skills</b>	_____	_____	_____	_____	_____
<b>9. Willingness to go beyond minimal requirements</b>	_____	_____	_____	_____	_____
<b>10. Enthusiasm</b>	_____	_____	_____	_____	_____
<b>OVERALL PERFORMANCE</b>	_____	_____	_____	_____	_____

I. What were the student's greatest strengths?

II. Could you suggest areas of further growth for the student?

III. Do you have any suggestions on how the Fordham Prep Christian Service Program could better serve your agency?

IV. Would you be willing to accept Prep students in the future?

Supervisor's signature \_\_\_\_\_  
(Please attach a business card or agency letterhead)

Date \_\_\_\_\_