

## Employer/Supervisor Evaluation Guide

### Teacher and Student Guide



*Situation: Access a unique tool to facilitate and manage student evaluations by employers, supervisors, or industry mentors.*

### Step 1: Log in as the teacher using your teacher email

### Step 2: Choose the TRACKER Tab



### Step 3: Select EMPLOYER/SUPERVISION EVALUATION`

**Manage Access for Employers/Supervisors**

• Using this screen, you can maintain your list of individuals who supervise student projects.  
• When assigned to a whole student or individual projects, supervisors can view the records and file evaluations.  
• To remove access for an individual, click "delete" below.  
• Click "Send Request" for AET to email the instructions and link to the supervisor.

[Generate Excel of Supervisors](#) [Send Email/Text to Supervisors](#)

Active/Inactive: Active

[+ Add New Supervisor](#)

Company & Title	First Name	Last Name	Address	Email	Phone #	Website URL	Positions	Manage SAE Assignment	Evaluations (latest)
No records to display.									

### Step 4: Click ADD NEW SUPERVISOR

Add info:      Company:  
                         Owner:  
                         First Name:  
                         Last Name:  
                         Address:  
                         Email:  
                         Phone:

[Generate Excel of Supervisors](#) [Send Email/Text to Supervisors](#)

Active/Inactive: Active

[+ Add New Supervisor](#)

Company & Title	First Name	Last Name	Address	Email	Phone #	Website URL	Positions	Manage SAE Assignment	Evaluations (latest)
WD Dorsets Owner	Tracy	Dendinger	111 Park Lane Albany, OH 43160	tracy@theaet.com	740.505.1122		<a href="#">0 Positions</a>	<a href="#">0 Students</a>	<a href="#">0 Evals</a>

### Step 5: Assign Students to a Supervisor

- Use MANAGE SAE ASSIGNMENT - Click 0 STUDENTS
- Choose a student(s) from the populated list (student must have records to populate)
- Can sort records by clicking on column titles (orders High to Low values)
- Once student is ✓ click RETURN in top left corner

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<-- Return

**Project Supervisor Assignment**  
Tracy Dendinger - ABC

- Checkmarked rows are student projects assigned to this supervisor
- Check or Uncheck the Projects as needed
- Use the green Student Finder to filter as needed
- Click column headings to sort by that column

Columns will sort

Student Last Name Starts With:

☐ Show Only Projects currently assigned to this Supervisor

Student Finder

- ☒ All Students
- ☐ Grade Level
- ☐ FFA Member
- ☐ Custom Groups

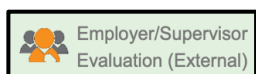
Green = Complete Plans

<input type="checkbox"/> Assign All <input type="checkbox"/> Unassign All	Student	Project Name	Focus	Plan Written?	Journal (Hrs / Entry # / Skill #) <small>Click here to sort</small>	# Photos	# Evals (by this Super)
<input checked="" type="checkbox"/>	Market Lamb Jr Exhibitor	2021 Beg.- FFA Jr Fair Market Lambs	Individual		202.0 / 22 / 22	6	0
<input type="checkbox"/>	Example TC-35	Foundational SAE	Individual		6.0 / 6 / 9	0	0
<input type="checkbox"/>	Tee Eddy	2022 Beg.- WD Dorsets Ewe Flock	Individual		99.7 / 6 / 4	1	0
<input type="checkbox"/>	Paige Johnson	2019 Beg.- Breeding Cattle	Individual		12.0 / 5 / 3	0	0

## REQUEST EMPLOYER/SUPERVISOR EVALUATIONS

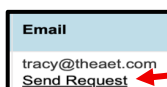
When the teacher is ready to request evaluations by the employer, supervisors, or mentors, use the following steps to initiate the invite

### Step 1: ACCESS

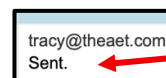


### Step 2: LOCATE EMPLOYER for evaluation

### Step 3: Click SEND REQUEST

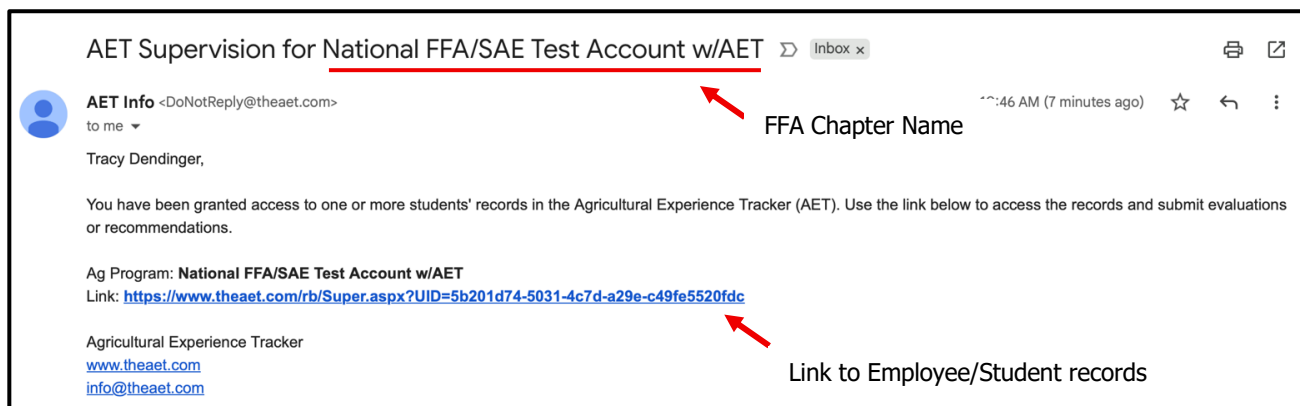


Request Sent =



### Step 4: The Evaluator will receive an email

- Email will be from **AET INFO**
- Contents of the email sent are shown below



## EMPLOYER COMPLETES EVALUATION

**Step 1:** Evaluator clicks the link to access employee/student records

- a. Employer/Supervisor Contact Info - Review and confirm, SAVE if edits
- b. ADD Positions for Employment Opportunities (+ Add New Position)
  1. Enter Position Details
  2. CLICK "Add New Position."

Position Name:

Sheep Sale Help

Description:

Students will work sale sheep completing all training, fitting, sale prep and showing for spring and summer sales, as well as social media marketing.

Available Openings:

2

Add New Position

Cancel

c. Complete Evaluation

1. CLICK "Start Evaluation"

SAE Supervision Log				
Student	SAE Name	Last Eval	# Evals	Evaluations
Market Lamb JrExhibitor	FFA Jr Fair Market Lambs		0	<a href="#">Start Evaluation</a>

## Areas of Employer Evaluation

1. Overall, Skill and Work Rating

Supervisor: Tracy Dendinger Student: Market Lamb JrExhibitor Evaluation Date: 12/15/2025 Today						
Overall Skill & Work Rating						
Skill	# Entries	N/A or Not Observed (0)	Limited (1)	Basic (2)	Proficient (3)	Exemplary (4)
Overall	22	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

2. Core Employment Competencies

Core Employment Competencies						
Skill	# Entries	N/A or Not Observed (0)	Limited (1)	Basic (2)	Proficient (3)	Exemplary (4)
CEC.1.1 Awareness - Positive attitude (also confidence, flexibility, and knowledge of their own strengths and creativity)	0	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
CEC.2.1 Self-Management - Initiative (also handles pressure, punctual, detail-orientated, organized, reliable, and independent)	0	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
CEC.3.1 Social Awareness - Works well with others (also able to work in diverse groups, respectful of others, and works well in a group setting)	0	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
CEC.4.1 Relationship Skills - Good communication skills (also able to listen, collaborate, resolve conflict, and respond well to others feedback)	0	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
CEC.5.1 Decision-Making - Makes good decisions (also exhibits integrity, honesty, problem-solving, thinking, and good decision-making skills)	0	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

### 3. Student Completed Skills Performed

- \* Skills are what has been entered by the student in the SAE journals
- \* Can be Placement SAE's
- \* Can be Entrepreneur SAE's - task journals/skills and/or labor exchange journals/skills

Skill	# Entries	N/A or Not Observed (0)	Limited (1)	Basic (2)	Proficient (3)	Exemplary (4)
2.02.06 Compare and contrast bone growth, muscle growth and fat deposition in relation to developmental patterns.	13	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.04.06 Assess symptoms of animals to identify diseases caused by a microorganism (e.g., parasite, virus, bacteria, fungi, protozoa).	3	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.04.02 Examine an animal to evaluate its general condition.	1	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
8.04.13 Evaluate and implement transplanting practices.	1	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8.04.14 Control plant growth through mechanical and chemical means.	1	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8.04.15 Analyze plant water requirements and provide water through artificial or natural means.	1	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
8.06.05 Explain the proper conditions to maintain the quality of plants and plant products held in storage.	1	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
PS.03.05 Harvest, handle and store crops according to current industry standards.	1	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

**NOTE:** Evaluator can use NA/NOT OBSERVED if any skill not seen for evaluation

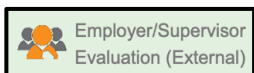
### 4. Recommendations/Comments

- Evaluator can comment on student performance and achievement in the workplace or SAE experience
- Click SAVE when complete

Recommendation / Comments:	<p>This student is showing great initiative in learning the basics of managing a market lamb project. They can independently feed for time periods and are beginning to ask and understand the nutritional changes involved in the growth curve of the animal(s). This student spends a lot of time performing tasks for me in the hay business as a labor exchange for feed in the lamb project, and has been a reliable resource for managing the hay seasons and product delivery.</p>
<input type="button" value="Save Evaluation"/> <input type="button" value="Cancel"/>	

## TEACHER ACCESS to EMPLOYER EVALUATIONS

### Step 1: ACCESS



### Step 2: LOCATE EMPLOYER for evaluation submission

- Click "Eval" link

Company & Title	First Name	Last Name	Address	Email	Phone #	Website URL	Positions	Manage SAE Assignment	Evaluations (latest)	
WD Dorsets Manager	Tracy	Dendinger	111 Sunset Drive Fayette, OH 44123	tracy@theaet.com <a href="#">Send Request</a>	740.505.1122		<a href="#">1 Position</a>	<a href="#">2 Students</a>	<a href="#">1 Eval</a> 12/15/2025	<a href="#">Edit</a> <a href="#">Deactivate</a>

- Review Employer evaluation (See Example next page)
- Export as PDF - Top right corner

# Employer/Supervisor Evaluation Guide

## Teacher and Student Guide



View PDF

SAE Evaluation by Supervisor/Employer

Supervisor: Tracy Dendinger  
 Company: WD Dorsets  
 Student: Market Lamb Jr/Exhibitor  
 Evaluation Date: 12/15/2025

**Overall Skill & Work Rating**

Skill	# Entries	N/A or Not Observed (0)	Limited (1)	Basic (2)	Proficient (3)	Exemplary (4)
Overall	4	0	0	0	0	0

**Core Employment Competencies**

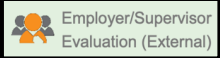
Skill	# Entries	N/A or Not Observed (0)	Limited (1)	Basic (2)	Proficient (3)	Exemplary (4)
CEC.1.1 Awareness - Positive attitude (also confidence, flexibility, and knowledge of their own strengths and creativity)	0	0	0	0	0	0
CEC.2.1 Self-Management - Initiative (also handles pressure, punctual, detail-orientated, organized, reliable, and independent)	0	0	0	0	0	0
CEC.3.1 Social Awareness - Works well with others (also able to work in diverse groups, respectful of others, and works well in a group setting)	0	0	0	0	0	0
CEC.4.1 Relationship Skills - Good communication skills (also able to listen, collaborate, resolve conflict, and respond well to others feedback)	0	0	0	0	0	0
CEC.5.1 Decision-Making - Makes good decisions (also exhibits integrity, honesty, problem-solving, thinking, and good decision-making skills)	0	0	0	0	0	0

**FFA Jr Fair Market Lambs**

Skill	# Entries	N/A or Not Observed (0)	Limited (1)	Basic (2)	Proficient (3)	Exemplary (4)
2.02.06 Compare and contrast bone growth, muscle growth and fat deposition in relation to developmental patterns.	104	0	0	0	0	0
2.04.06 Assess symptoms of animals to identify diseases caused by a microorganism (e.g., parasite, virus, bacteria, fungi, protozoa).	24	0	0	0	0	0
2.04.02 Examine an animal to evaluate its general condition.	8	0	0	0	0	0
8.04.13 Evaluate and implement transplanting practices.	8	0	0	0	0	0
8.04.14 Control plant growth through mechanical and chemical means.	8	0	0	0	0	0
8.04.15 Analyze plant water requirements and provide water through artificial or natural means.	8	0	0	0	0	0
8.06.05 Explain the proper conditions to maintain the quality of plants and plant products held in storage.	8	0	0	0	0	0
PS.03.05 Harvest, handle and store crops according to current industry standards.	8	0	0	0	0	0

**Recommendation / Comments:** This student is showing great initiative in learning the basics of managing a market lamb project. They can independently feed for time periods and are beginning to ask and understand the nutritional changes involved in the growth curve of the animal(s). This student spends a lot of time performing tasks for me in the hay business as a labor exchange for feed in the lamb project, and has been a reliable resource for managing the hay seasons and product delivery.

### Step 3: Add New Job Postings

- ACCESS 
- Click "Position"
- Click Edit, then ☒ "Share with Students", SAVE

Company & Title	First Name	Last Name	Address	Email	Phone #	Website URL	Positions	Manage SAE Assignment	Evaluations (latest)	
WD Dorsets Manager	Tracy	Dendinger	111 Sunset Drive Fayette, OH 44123	tracy@theaet.com <a href="#">Send Request</a>	740.505.1122		1 Position	2 Students	1 Eval 12/15/2025	<a href="#">Edit</a> <a href="#">Deactivate</a>

+ Add New Position										
Position Name	Description					Available Openings	Students Interested	Share With Students	Share On Website	
Part-Time Sale Help	Students will work sale sheep completing all training, fitting, sale prep and showing for spring and summer sales, as well as social media marketing.					2	0 Students Interested	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Edit</a> <a href="#">Delete</a>