



WORK SKILLS EVALUATION

Participant:	Work Site:
Participant's School:	Evaluation Start & End Date:
Evaluator:	Job Title(s):

Please rate the work skills utilizing the following scale and comment if rating indicates "3 ~ Needs Improvement".

1 ~ Very Good Requires minimal direction, meets all expectations	2 ~ Acceptable Requires some direction, meets most expectations	3 ~ Needs Improvement Requires daily direction, inconsistent performance	NA ~ Does not apply to this situation
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TASKS – assigned or attempted (please list & qualify):

- | | | | | |
|----|-----------------------------------|---|---|---|
| 1. | <input type="checkbox"/> mastered | <input type="checkbox"/> not yet mastered | <input type="checkbox"/> job carving required | <input type="checkbox"/> not able to master |
| 2. | <input type="checkbox"/> mastered | <input type="checkbox"/> not yet mastered | <input type="checkbox"/> job carving required | <input type="checkbox"/> not able to master |
| 3. | <input type="checkbox"/> mastered | <input type="checkbox"/> not yet mastered | <input type="checkbox"/> job carving required | <input type="checkbox"/> not able to master |
| 4. | <input type="checkbox"/> mastered | <input type="checkbox"/> not yet mastered | <input type="checkbox"/> job carving required | <input type="checkbox"/> not able to master |
| 5. | <input type="checkbox"/> mastered | <input type="checkbox"/> not yet mastered | <input type="checkbox"/> job carving required | <input type="checkbox"/> not able to master |

AREA STANDARD	COMMENTS	RATING			
1	2	3	NA		
1. Time & Attendance					
A. Arrives/departs work on-time		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Starts/returns from breaks on-time		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Does not take unnecessary breaks		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Accurately records time/uses punch clock		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Follows attendance policy		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Dress & Hygiene					
A. Appearance/grooming		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Personal hygiene		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Clothing/Uniform		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Supervision					
A. Responds appropriately to supervision		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Follows directions		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Seeks clarification if unsure		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Accepts corrective input		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Works with min. supervision		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Participant:					
4. Teamwork		1	2	3	NA
A. Functions as team member		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Accepted by co-workers		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Accepts differences & diversity		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Communication with co-workers		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Memory & Attention					
A. Is focused and undistracted		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Does not stop work to socialize		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Initiates & completes tasks		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Follows established work routine		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Retains instructions or concepts		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Remembers where equipment is kept		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Navigates the worksite		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Workplace					
A. Keeps work area clean, safe & organized		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Monitors work & makes corrections		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Takes initiative		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Accepts responsibility		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Energy & physical stamina		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Tolerates on-the-job stress		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Shows interest/pride in the job		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Works at acceptable pace or rate		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Follows health & safety policy		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Personal Management					
A. Adjusts to changes in routine		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Behavior is appropriate to surroundings		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Temperament		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Demonstrates ethical behavior		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Communication					
A. Verbal communication skills		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Written communication skills		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Listening skills		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Express thoughts & feelings		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Ask questions & volunteers information		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Conversational ability		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Acknowledges understanding of instructions		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PRACTICAL SKILLS:

- Reading skills** good minimal not at all did not apply
- Counting skills** good minimal not at all did not apply
- Adding skills** good minimal not at all did not apply

- Matching skills** good minimal not at all did not apply
- Memory skills** good minimal not at all did not apply
- Tie/Buckling skills** good minimal not at all did not apply

Participant:

Please list strengths that an employer would value:

Please list weaknesses that may hinder employment:

OVERALL WORK EVALUATION: Criteria based on observation.

Requires job carving: considerable minimal not at all

Check as appropriate: Requires physical assistance/directions.
 Independent, but speed/quality not at work world norms.

Requires verbal assistance, cues, or direction.
 Competitive with speed AND quality at work world norms.

DIRECT TASK PROFICIENCY/ "HARD" SKILLS: _____%

JOB PREPARATION SKILLS/ "SOFT" SKILLS: _____%

DEGREE OF OVERALL INDEPENDENCE: _____% (*Average is based on _____ weeks of task analysis)

EVALUATOR COMMENTS & PROGRESS ON IDENTIFIED GOALS:

Signature of Student

Date

Signature of Job Coach

Date