

Youth General Workplace Competencies Evaluation

Participant: _____

Worksite Supervisor: _____

Worksite: _____

Date of Evaluation: _____

INSTRUCTIONS: Evaluate participant on work competencies noted below. Comments are requested for all ratings of partial proficiency, marginal proficiency, and no proficiency. Please include what participant needs to do to improve performance.	No Proficiency 60%	Marginal Proficiency 70%	Partial Proficiency 80%	Satisfactory Proficiency 90%	Exceptional Proficiency 100%	Rating Time Period: From _____ To _____
Competency Indicator	Rating					Comments
1. Regular attendance, punctuality in arriving to work						
2. Dresses appropriately, appropriate appearance for position						
3. Appropriately uses employer property						
4. Uses employer privileges appropriately						
5. Demonstrates good conduct						
6. Ability to work with others in a professional manner						
7. Dependability						
8. Ability to accept and follow directions						
9. Completes tasks within reasonable timeframe						
10. Completes tasks to satisfaction of supervisor						
11. Knowledge of work and/or acceptable learning curve to acquire						
12. Attempts to resolve work related problems in a professional manner						
13. Ability to interact with supervisor in professional manner and accept constructive criticism						
14. Ability to organize and prioritize tasks effectively						
15. Demonstration of good judgment						
16. Demonstration of initiative						
17. Notified supervisor if late or absent	<input type="checkbox"/> Yes <input type="checkbox"/> No					
18. Demonstrated a satisfactory and acceptable level of performance overall	<input type="checkbox"/> Yes <input type="checkbox"/> No					
General Comments/Observations:						

Worksite Supervisor Signature: _____