

Participant Name: \_\_\_\_\_

Work Week Date: \_\_\_\_\_

Name/phone number of person completing the form: \_\_\_\_\_

*(phone number will be used only if questions related to evaluation form arise)*

### Work Experience Evaluation Form

#### Rating Scale:

1=Never demonstrates this behavior. Requires repeated reminders/prompts/instructions to meet work standard.

2=Occasionally demonstrates this behavior. Requires frequent reminders/prompts/instruction to meet work standard.

3=Demonstrates this behavior more consistently, but not regularly. Requires occasional reminders/prompts/instruction to meet work standard.

4=Demonstrates this behavior most of the time (4 out of 5 occurrences).

5=Always demonstrates this behavior with no need for reminder/prompts/instruction or correction to meet work standard.

***Based on your observation of the participant at your worksite, mark the numbers in the table below that best represents his/her performance in each area.***

<i>1. Demonstrates Positive Attitudes/Behavior</i>					
<b>Demonstrates interest and enthusiasm</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Is courteous and cooperative</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Is careful with equipment and property</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Follows site safety rules</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Maintains neat/orderly work area</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<i>2. Exhibits Good Interpersonal Behaviors</i>					
<b>Communicates with others in a friendly manner</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Avoids discussing personal matters on site</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Follows notification procedures when late or absent</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Works as a team member with group or staff</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Can work independently without reminders from staff</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Stays on task without reminders from staff</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<i>3. Completes Tasks Effectively</i>					
<b>Follows verbal/written instructions appropriately</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Asks for assistance when needed</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Begins work promptly and follows daily schedule</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Completes assigned tasks within an acceptable period of time</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Does work carefully and according to standards</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Able to complete tasks effectively during entire work shift</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<i>4. Presents Appropriate Appearance:</i>					
<b>Maintain dress and hygiene appropriate to work site.</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<i>5. Is Consistently Punctual:</i>					
<b>On time for work, returning from breaks, going to other activities as required.</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<i>6. Maintains Regular Attendance:</i>					
<b>Comes to work as schedule; attends to all activities as required.</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

**Additional Comments (use additional sheets of paper if necessary):**

**Please complete both pages of the form**

## Job Responsibilities

Job responsibilities are rated based on how well the participant met the work standards discussed at the beginning of the evaluation period. Please consider as many or as few responsibilities as necessary to ensure successful job performance. **Please list participant's work tasks/duties/responsibilities and provide a rating for each task/duty/responsibility.**

### Rating Scale:

1=Never met work task/duty/responsibility standard (even with reminders/prompts/instruction).

2=Occasionally met work task/duty/responsibility standard (2 out of 5 times with reminders/prompts/instruction).

3=Demonstrated ability to meet work task/duty/responsibility standard consistently (3 out of 5 times), but not regularly. Requires occasional reminders/prompts/instructions (2 out of 5 times task/duty/responsibility needed to be completed).

4=Demonstrated ability to meet work task/duty/responsibility standard majority of the time (4 out of 5 occurrences) without reminders/prompts/instructions.

5=Always demonstrated ability to meet work tasks/duty/responsibility standard (5 out of 5 occurrences) without reminders/prompts/instruction.

***Based on your observation of the participant at your worksite, mark the numbers in the table below that best represents his/her performance in each area.***

<i>Task/Duty/Responsibilities:</i>					
1:	1	2	3	4	5
2:	1	2	3	4	5
3:	1	2	3	4	5
4:	1	2	3	4	5
5:	1	2	3	4	5
6:	1	2	3	4	5
7:	1	2	3	4	5
8:	1	2	3	4	5
9:	1	2	3	4	5
10:	1	2	3	4	5

**Additional Comments (use additional sheets of paper if necessary):**

**Please complete both pages of the form**