Community Jobs - Worksite Evaluations

Client Name: _____   Worksite: _____   Pay Period: _____

Job Title: _____   Supervisor: _____   Asst. Supervisor: _____

Supervisor Evaluation of Work Maturity Skills

Rating Scale: 1 – Not Satisfactory   2 – Making Progress   3 – Satisfactory   4 – Excellent

1. Attendance/Punctuality: 1 2 3 4 Parent regularly attends work, shows up on time, follows the work schedule, and calls in when late or unable to work	**6. Dependability:** 1 2 3 4 Parent completes work efficiently without constant supervision. Shows initiative and good judgment when minimal instructions are given.
2. Hygiene/Grooming: 1 2 3 4 Parent dresses appropriately, is groomed neatly, and maintains good hygiene	**7. Working Relationships:** 1 2 3 4 Parent shows respect for others, helps co-workers and is able to ask for assistance when needed, has a positive attitude when working with others.
3. Following Directions: 1 2 3 4 Parent exhibits a positive attitude toward supervisor and co-workers. Listens to instructions, asks questions when necessary, and carries out assignments as specified.	**8. Personal Behavior:** 1 2 3 4 Parent adheres to the rules and guidelines of the worksite, accepts responsibility for his/her actions, is willing to learn and try new things.
4. Quality of Work: 1 2 3 4 Parent completes work accurately and thoroughly and is able to correct errors. Makes effective use of suggestions for improvement.	**9. Did parent make satisfactory progress?** YES NO
5. Quantity of Work: 1 2 3 4 Parent doesn't waste time and completes work on schedule. his/her share of group assignments.	**10.** For each rating below 2, list criteria and/or actions to be taken for improving performance: _____ _____

Supervisor Observations

Job Specific Duties Progress/Observations:

Participant Skills Progression (hard or technical skills gained, new job responsibilities):

Signatures:

Supervisor/Asst. Supervisor: _____   Date: _____

Case Manager: _____   Date: _____

Participant: _____   Date: _____