



Community Jobs – Job Specific Skills Evaluation

Client Name: _____ Worksite: _____ Evaluation Period: _____

Job Title: _____ Supervisor: _____ Assist. Supervisor: _____

Instructions: Evaluate the trainee’s performance in each skill area using the scale below (circle number)

Rating Scale: 1 – Can do only simple parts of the task; needs extremely close supervision

2 – Can do most of the task; needs close supervision

3 – Can do all of the task; needs only job entry supervision

Skill Requirement	Training Method	Time %	Measurement Method	Rating Scale
<i>Example: Provide notary services and loan signing support as needed</i>	<i>Example: Written/verbal instruction, demonstration, partnership, and repetition</i>	<i>Example: 10</i>	<i>Example: Supervisor observation and evaluations</i>	1 2 3
				1 2 3
				1 2 3
				1 2 3
				1 2 3

Is the client making satisfactory progress: Yes _____ No _____ Comments: _____

Signatures:

Supervisor/Assist. Supervisor: _____ **Date:** _____

Case Manager: _____ **Date:** _____

Client: _____ **Date:** _____