



# Community Works – 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:** \_\_\_\_\_