

General Workplace Competencies Evaluation

Participant: _____ ID: _____

Worksite: _____ Occupation/Job Title: _____

	Proficiency Level					
	Unsatisfactory	Marginal/Needs Improvement	Satisfactory	Above Satisfactory	Exceptional	
	1	2	3	4	5	
Competency Indicator	Supervisor Rating (☑)					Comments
1. Completed tasks to the satisfaction of the supervisor(s)						
2. Requested further assignments upon completion of the task						
3. Completed assigned tasks within reasonable timeframe						
4. Followed supervisory instructions						
5. Worked with co-workers in professional manner						
6. Interacted with supervisor in an appropriate manner						
7. Attempted to resolve work related problems in professional manner						
8. Organized and prioritized tasks effectively						
9. Dressed appropriately for the job						
Demonstrated satisfactory attendance and punctuality	<input type="checkbox"/> YES <input type="checkbox"/> NO					
Notified Supervisor if late or absent	<input type="checkbox"/> YES <input type="checkbox"/> NO					
Demonstrated a satisfactory and acceptable level of performance overall	<input type="checkbox"/> YES <input type="checkbox"/> NO					
GENERAL COMMENTS/OBSERVATIONS:						



Job-Specific Tasks Evaluation

INSTRUCTIONS: Evaluate the participant's performance on each task noted below, and as originally outlined and agreed upon in the Worksite Contract Attachment A.						
Task		Rating				
1.		N/A	1	2	3	4
2.		N/A	1	2	3	4
3.		N/A	1	2	3	4
4.		N/A	1	2	3	4
5.		N/A	1	2	3	4
6.		N/A	1	2	3	4
7.		N/A	1	2	3	4
8.		N/A	1	2	3	4
9.		N/A	1	2	3	4
10.		N/A	1	2	3	4

RATING SCALE

- 4** = Above Satisfactory...Works independently
- 3** = Satisfactory...Works independently
- 2** = Partial...Requires assistance to perform task
- 1** = Marginal...Received exposure/instruction, but needs improvement and additional practice
- N/A** = Not Applicable...No exposure/instruction in this area

FOR WFP ADVISOR USE ONLY

- A. Total number of tasks evaluated = _____
- B. Total number of tasks rated ≥ 3 = _____
- C. Overall Rating ($\frac{B}{A}$) = _____ %

Overall score of 75% or greater indicates achievement of occupational/work maturity competency

I certify that the information recorded herein represents my personal observations and judgment of the participant's performance during this work experience assignment:

Worksite Supervisor Signature

Date

This report has been reviewed and discussed with me:

Participant Signature

Date

Distribution: Original – Participant File | Copy – Worksite

