Participant Evaluation

Participant Name: _____ Last 4 of SSN: XXX-XX- _____ Case Manager: _____

Worksite: _____ Period Covered: _____ – _____

Please evaluate the participant's performance after their first 6 weeks and then every 12 weeks from that point forward. Please attach copies of timesheets or other record of attendance for the report period as needed.

	(1) = Needs Improvement	(2) = Shows Improvement	(3) = Meets Standards	(4) = Exceeds Standards	N/A
1. Maintains acceptable attendance record					
a. Is reliable ……	1	2	3	4	N/A
b. Contacts supervisor if going to be late/absent…..	1	2	3	4	N/A
c. Lets supervisor know in advance of appointments	1	2	3	4	N/A
d. Reports to work on time……..	1	2	3	4	N/A
e. Follows the agreed upon schedule……..	1	2	3	4	N/A
2. Language					
a. Uses appropriate language……..	1	2	3	4	N/A
b. Engages in appropriate conversations……	1	2	3	4	N/A
c. Avoids involvement in gossip and drama…….	1	2	3	4	N/A
3. Requests and performs work assignments without prompting					
a. Shows initiative……	1	2	3	4	N/A
b. Shows motivation……..	1	2	3	4	N/A
c. Is willing to learn new tasks……	1	2	3	4	N/A
d. Performs task without prompting…….	1	2	3	4	N/A
e. Is able to stay on task until completed…….	1	2	3	4	N/A
f. Completes tasks on time……	1	2	3	4	N/A
4. Personal Care					
a. Care for grooming……..	1	2	3	4	N/A
b. Care for hygiene……..	1	2	3	4	N/A
c. Appropriate dress……..	1	2	3	4	N/A
5. Attitude					
a. Maintains positive attitude……..	1	2	3	4	N/A
6. Cooperates and assists coworkers……..	1	2	3	4	N/A
7. Follows instructions					
a. Follows written and verbal instructions……..	1	2	3	4	N/A
b. Asks questions if (s)he does not understand……	1	2	3	4	N/A
8. Respect					
a. Is respectful to co-workers……..	1	2	3	4	N/A
b. Is respectful to supervisors……	1	2	3	4	N/A
c. Is respectful to customers/community members	1	2	3	4	N/A
9. Supervision					
a. Is able to work under supervision……..	1	2	3	4	N/A
b. Is able to work without direct supervision……..	1	2	3	4	N/A
c. Is able to accept constructive criticism……..	1	2	3	4	N/A
10. Adheres to worksite rules, policies, and standards					
a. Adheres to break guidelines……	1	2	3	4	N/A
b. Clocks in and out as needed……	1	2	3	4	N/A
c. Follows standards for lunch break……	1	2	3	4	N/A
d. Follows smoking policy……	1	2	3	4	N/A
e. Follows cell phone use guidelines……..	1	2	3	4	N/A

Is the participant making progress toward meeting the goals of the placement? Yes No

(over)

If the performance is unsatisfactory, please contact the participant's case manager.

Supervisor Comments:

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Participant Comments:

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Participant's Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____

Total points _____ /128 _____ %