

Participant Evaluation

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

Worksite: _____ Placement Start Date: _____ Period Covered: _____ – _____

Please evaluate the participant’s performance after their first 2 weeks in a placement. Follow up evaluations should then be done 4 weeks later (at the participant’s completion of 6 total 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
f. Assists with accurate completion of timesheets.....	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

If the performance is unsatisfactory, please share with the participant's Reach Up contact person.

Supervisor Comments:

Participant Comments:

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

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

Total points _____ /132-(# of N/A x 4) _____ %