

Overall job performance considers both workplace skills and the ability to complete job assignments. Use this sample performance profile to become familiar with how employers may rate your performance. This is only a sample; it is not intended to be used by an employer to rate Summer Youth Program participants.

Commitment to Quality – *Gives best effort, evaluates work, and completes work to quality standards.*

Performance Improvement Needed	Needs Development	Competent	Proficient	Advanced
Minimal effort. Attempt to evaluate work and utilize feedback is not evident. Does not regularly complete work.	Rarely gives best effort. Rarely evaluates work and utilizes feedback. Completes work inconsistently.	Inconsistently gives best effort. Sometimes evaluates work and utilizes feedback. Completes work, but does not consistently meet quality standards.	Usually gives best effort. Usually evaluates work and utilizes feedback. Completes work; usually meets quality standards.	Consistently gives best effort. Constantly evaluates work and fully utilizes feedback to improve product quality. Consistently completes work according to the highest quality standards.

Work Habits – *Displays initiative, flexibility, and time management.*

Performance Improvement Needed	Needs Development	Progress	Proficient	Exemplary
Resistant to begin tasks. Poor use of time. Rarely adjusts well to new situations.	Reluctant to begin tasks without significant staff intervention. Needs frequent reminders to use available time. Has difficulty adjusting to new situations.	Inconsistently begins and remains on task. Needs occasional prompting. Sometimes uses time effectively. Adjusts to new situations in an inconsistent manner.	Usually begins and remains on task without prompting until the work is completed. Generally uses time effectively. Usually adjusts well to new situations.	Consistently begins and remains on task until the work is completed. Maximizes time available. Consistently responds to changing situations in a successful manner.

Interpersonal Effectiveness – *Works effectively with others and contributes productively as a member of a work team.*

Performance Improvement Needed	Needs Development	Progress	Proficient	Exemplary
Uncooperative and disrespectful in working with others. Disruptive to group efforts.	Demonstrates inappropriate group behaviors. Improvement needed in treating others with respect. Rarely contributes to group efforts.	Utilizes a limited number of positive group behaviors. Generally respectful of others. Contributes to group efforts in an inconsistent manner.	Consistently works well with others and is respectful. Contributes significantly to group efforts.	Facilitates positive group dynamics and respectful environment. Demonstrates leadership that plays a significant role in the success of group efforts.

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Communication – *Reads with comprehension, writes with skill, and communicates effectively and responsibly in a variety of ways and settings.*

Performance Improvement Needed	Needs Development	Progress	Proficient	Exemplary
Understands and interprets information incorrectly. Presents information in a vague and unorganized manner. Refuses to access or use appropriate resources.	Seldom understands and interprets information accurately. Presents information in an unorganized manner. Accesses minimal resources.	Inconsistently receives, understands and interprets information accurately. Demonstrates a limited ability to present information in an organized manner. Inconsistently accesses appropriate resources.	Usually receives, understands and interprets information accurately. Presents information in a clear and organized manner, using appropriate methods and resources.	Consistently receives, understands and interprets information accurately. Consistently presents information in a clear, organized, and engaging manner using a variety of methods and resources.

Attendance and Punctuality – *Contributes to the learning environment in a consistent and responsible manner.*

Performance Improvement Needed	Needs Development	Progress	Proficient	Exemplary
Excessive absences make it difficult to contribute in class/program and are a serious obstacle to successful performance. Client refuses to accept responsibility of making up missed work. PUNCTUALITY Pattern of tardiness indicates lack of self-discipline related to punctuality.	Absences limit opportunities to contribute in program and consistently impact performance. Client makes up missed work only after frequent reminders.	Absences impact opportunity to contribute in program and noticeably impact performance. Client needs occasional reminders before missed work is made up. PUNCTUALITY Instances of tardiness indicate punctuality may become a concern.	Absences rarely impact opportunity to contribute in program and rarely affect overall performance. Client is usually responsible in seeking out and making up missed work.	Absences do not limit opportunity to contribute in program and do not affect performance. Client is consistently responsible in seeking out and making up missed work. PUNCTUALITY Exemplary self-discipline related to punctuality.

To learn more, review the Workplace Skills area of www.illinoisworknet.com by selecting *Individuals*, then *Jobs/Workplace Skills*.