

The Illinois workNet® worksite evaluation was designed as a tool for employers to provide feedback for those who may have minimal work experience. It consists of ten foundation evaluation items and scored based on the participant learning how to use workplace skills, not expecting the participant to already know them. A comment section is available to provide more detail as needed.

The site supervisor should review the worksite evaluation, definitions, and the expectations at the beginning of the work experience. Complete the preliminary evaluation a few weeks into the experience or midway through the experience. This will allow the customer to make adjustments to their behavior and develop good habits. The final evaluation should be completed towards the end of the work experience.

- **ATTENDANCE/** Understands scheduled work day expectations for attendance and follows them. Notifies supervisor in advance of absence.
- **PUNCTUALITY/** Understands work expectations for arriving on time for work, taking and returning from breaks on time, and calling supervisor prior to being late.
- **WORKPLACE APPEARANCE/** Shows effort to dress appropriately and practice hygiene for position and duties.
- **TAKING INITIATIVE /** Shows a willingness to complete assigned tasks from start to finish and ask the supervisor for next task upon completion of a previous one.
- **QUALITY OF WORK /** Shows effort to learn to evaluate own work, and use feedback to improve work performance and meet quality standards.
- **COMMUNICATION SKILLS /** Shows effort to communicate in a manner and language appropriate for the workplace. Listens attentively.
- **RESPONSE TO SUPERVISION/** Shows effort to accept direction and constructive criticism with a positive attitude. Uses feedback to improve work performance.
- **TEAMWORK /** Shows effort to work well with co-workers, be respectful, and contribute to group efforts. Respects diversity within the workplace.
- **PROBLEM-SOLVING/CRITICAL-THINKING /** Shows willingness to learn and to use sound reasoning. Uses knowledge and information from the job to understand or solve workplace problems.
- **WORKPLACE CULTURE POLICY AND SAFETY /** Demonstrates a willingness to understand workplace policy and culture. Complies with health and safety rules. Exhibits integrity and honesty.

WORKSITE EVALUATION RATING DEFINITIONS			
ATTENDANCE			
Performance Improvement Plan Needed	Needs Development	Proficient	Exemplary
Excessive absences consistently impact work performance. Additional training and guidance are needed from the youth's case manager.	Below 90% attendance per agreed upon work schedule, but participant seeks out opportunities to make up missed work.	Maintains 90% attendance per agreed upon work schedule and notifies supervisor ahead of time prior to absence. On a pathway to understand the importance of being dependable.	100% attendance per agreed upon work schedule or missed one day with valid reason that did not occur during first two weeks. Level of dependability is a model for other new workers.

PUNCTUALITY

Performance Improvement Plan Needed	Needs Development	Proficient	Exemplary
Excessive lateness consistently impacts work performance. Additional training and guidance are needed from the youth's case manager.	Inconsistent in arriving to work, returning from breaks on time, and calling supervisor prior to lateness.	Arrives to work and returns from breaks on time. If late, calls supervisor ahead of time. On a pathway to understanding the importance of reporting to work on time consistently.	Perfect or near perfect in arriving for work and returning from breaks on time. Model for other new workers.

WORKPLACE APPEARANCE

Performance Improvement Plan Needed	Needs Development	Proficient	Exemplary
Has not yet demonstrated appropriate appearance and/or personal hygiene for position and duties. Additional training and guidance are needed from the youth's case manager.	Shows inconsistent effort in demonstrating appropriate appearance and/or personal hygiene for workplace.	Shows effort to dress appropriately and practice hygiene for position and duties. On a pathway to understanding how to show professional appearance at work	Consistent display of professional appearance and hygiene serves as a model for other new workers.

TAKING INITIATIVE

Performance Improvement Plan Needed	Needs Development	Proficient	Exemplary
Reluctant to begin tasks without significant staff intervention. Needs frequent reminders. Additional training and guidance are needed from the youth's case manager.	Inconsistent effort to begin or remain on task. Needs prompting. Often shows minimum performance.	When given tasks, shows effort to begin and remain on task until completion. Once assignment is learned, can work independently. Initiates interaction for next task. On a pathway to being a self starter.	Consistently begins and remains on task until completion, and initiates interaction for next task. Can work independently, and leads others.

QUALITY OF WORK

Performance Improvement Plan Needed	Needs Development	Proficient	Exemplary
Has not yet given best effort. Rarely evaluates work and uses feedback. Completes work inconsistently. Additional training and guidance are needed from the youth's case manager.	Inconsistent effort toward quality of work. Sometimes evaluates own work and uses feedback, but inconsistent in meeting quality standards.	Shows effort to meet quality of work expectations. Is learning to evaluate own work, and use employer feedback to improve performance. On a pathway to achieving consistent quality of work.	Quality of work often exceeds expectations. Consistently gives best effort. Evaluates own work and uses employer feedback.

COMMUNICATION SKILLS

Performance Improvement Plan Needed	Needs Development	Proficient	Exemplary
Seldom speaks clearly or listens attentively. Repeatedly uses inappropriate language for the workplace. Additional training and guidance are needed from the youth's case manager.	Inconsistent in communicating in manner and language appropriate for the workplace. Inconsistent in effort to speak clearly or listen attentively.	Shows effort to communicate in a manner and language appropriate for the workplace. Listens attentively. On a pathway to being a good workplace communicator.	Consistently demonstrates positive oral/non-verbal communication skills. Speaks clearly and listens attentively, Can effectively present to a group if needed.

RESPONSE TO SUPERVISION			
Performance Improvement Plan Needed	Needs Development	Proficient	Exemplary
Reluctant to accept feedback and constructive criticism from supervisor. Responds with poor verbal or non-verbal communication. Additional training and guidance are needed from the youth's case manager.	Inconsistent effort in accepting direction, feedback, and constructive criticism from supervisor. Shows potential for improvement.	Shows effort to accept direction and constructive criticism with a positive attitude. Uses feedback to improve work performance. On a pathway to being a responsive employee.	Consistently accepts direction and constructive criticism with positive attitude. Uses feedback to improve work performance, and provides new and useful ideas to employer.
TEAMWORK			
Performance Improvement Plan Needed	Needs Development	Proficient	Exemplary
Has not yet demonstrated appropriate group behaviors. Improvement needed in treating others with respect. Rarely contributes to group efforts. Additional training and guidance are needed from the youth's case manager.	Inconsistent in showing positive group behaviors amongst coworkers, and in contributing to group efforts. Shows potential for improvement.	Shows effort to work well with co-workers, be respectful, and contribute to group efforts. Respects diversity within the workplace. On a pathway to being a good team contributor.	Consistently facilitates positive group dynamics. Demonstrates leadership that plays a significant role in success of group efforts. Promotes larger group unity.
PROBLEM-SOLVING/CRITICAL THINKING			
Performance Improvement Plan Needed	Needs Development	Proficient	Exemplary
Makes little or no effort to use knowledge learned from the job to solve workplace problems. Additional training and guidance are needed from the youth's case manager.	Inconsistent in willingness to use sound reasoning to solve work problems. Shows potential for improvement.	Shows a willingness to use sound reasoning, and job knowledge to solve workplace problems. Shows initiative in improving skills. On a pathway to consistently using problem solving or critical thinking in the work environment.	Consistently applies sound reasoning to solve work problems. Identifies potential problems before they can occur.
WORKPLACE CULTURE, POLICY AND SAFETY			
Performance Improvement Plan Needed	Needs Development	Proficient	Exemplary
Has not demonstrated understanding of workplace policies or workplace culture. Additional training and guidance are needed from the youth's case manager.	Inconsistent in willingness to learn and follow safety rules, policy, and workplace culture.	Shows a willingness to learn and follow safety rules, policy, and workplace culture.	Shows clear understanding of work policies and safety rules. Exhibits honesty and integrity. Has completed applicable safety training and has led coworkers.

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