



Essential Employability Skills Worksite-Evaluation

Please rate the employee skills related to the following:

CATEGORY	RATE EMPLOYEE SKILLS			
	<i>Performance Improvement Plan Needed</i>	<i>Needs Development</i>	<i>Proficient</i>	<i>Exemplary</i>
COMPUTER/DIGITAL LITERACY				
ATTENDANCE & DEPENDABILITY				
SELF-PRESENTATION				
COMMUNICATION SKILLS				
INDEPENDENCE AND INITIATIVE				
TEAMWORK				
POSITIVE ATTITUDE				
PROBLEM SOLVING & CRITICAL THINKING				
WORK ETHIC				
QUALITY OF WORK				

Date of Evaluation _____

Participant Name _____ Agency _____

Evaluator Name _____ Email _____

Company Name _____ Contact Phone _____

Company Address _____ City, State, Zip _____

Definitions

Category	<i>Performance Improvement Plan Needed</i>	<i>Needs Development</i>	<i>Proficient</i>	<i>Exemplary</i>
Computer Literacy <ul style="list-style-type: none"> • Computer operation • Search the internet • Email • Use computer software 	Limited ability to operate a computer, connect to the internet, use search engines, and/or send/receive email. Cannot operate computer software.	Can operate a computer, connect to and navigate the internet, send/receive emails. Limited ability to use computer software.	Can operate a computer, connect to and navigate the internet, send/receive emails. Can use word processing or spreadsheet software.	Can operate a computer, connect to and navigate the internet, send/receive emails. Can use word processing, presentation or spreadsheet software. Serves as a model for other workers.
Attendance & Dependability <ul style="list-style-type: none"> • Not absent from school or work • Notifies the correct person if going to be absent. • Shows up on time and ready to work • Finishes job or school assignments, and turns assignments in on time 	Excessive absences and/or lateness consistently impact work performance. Additional training and guidance are needed from the case manager.	Below 90% attendance per agreed upon work schedule, but participant seeks out opportunities to make up missed work. Inconsistent in arriving to work, returning from breaks on time, and calling supervisor prior to lateness.	Maintains 90% on-time 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.
Self-Presentation <ul style="list-style-type: none"> • Practices good personal hygiene. • Dress according to job/school guidelines 	Has not yet demonstrated appropriate appearance and/or personal hygiene for position and duties. Additional training and guidance are needed from the 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.
Communication Skills <i>Active listening</i> <ul style="list-style-type: none"> • Listen to and consider other people's opinions, and viewpoints. • Communicate facts to/from supervisors <i>Clear communication</i> <ul style="list-style-type: none"> • Follows directions • Is open to correction • Understands written material • Can explain to or teach others 	Seldom speaks clearly or listens attentively. Repeatedly uses inappropriate language for the workplace. Additional training and guidance are needed from the participants 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 be 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. Maintains composure in difficult situations.
Independence & Initiative <ul style="list-style-type: none"> • Look for extra assignments or work to do • Try to go above and beyond • Know and work toward school/work goals • Keep working when there is nothing to stop me 	Reluctant to begin tasks without significant staff intervention. Needs frequent reminders. Additional training and guidance are needed from the 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 becoming a self-starter.	Consistently begins and remains on task until completion, and initiates interaction for next task. Can work independently and lead others.
Teamwork <i>Effective and Cooperative Work</i> <ul style="list-style-type: none"> • Work well with others • Asks questions to do the work right • Deal with conflicts/differences to work smoothly 	Has not yet demonstrated appropriate group behaviors. Improvement needed in treating others with respect. Rarely contributes to group efforts.	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 be 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.

	Additional training and guidance are needed from the case manager.			
Positive Attitude <ul style="list-style-type: none"> • My school/work attitude is positive, and I am ready to learn or do my job • Cooperative and polite with clients, coworkers, and supervisors • Keep emotions under control at school/work • Can adapt and be flexible to change • Takes direction and feedback willingly 	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 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 be 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.
Problem Solving & Critical Thinking <ul style="list-style-type: none"> • Makes good decisions • Can solve problems 	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 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.
Work Ethic <ul style="list-style-type: none"> • Treats others with honesty, fairness, and respect • I value my school/work time and property • Accepts responsibility for my decisions and actions 	Has not demonstrated understanding of workplace policies or workplace culture. Additional training and guidance are needed from the 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.
Quality of Work <ul style="list-style-type: none"> • Reviews work before submitting it • Uses feedback to improve work • Knows and works toward the big picture goals of school/work 	Has not yet given best effort. Rarely evaluates work and uses feedback. Completes work inconsistently. Additional training and guidance are needed from the 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.