

## GENERAL WORKPLACE PERFORMANCE EVALUATION

PARTICIPANT:			ID:						
Worksite:			Occupation/Job Title:						
			<b>Proficiency Level</b>						
<b>INSTRUCTIONS:</b> Evaluate participant on work the competencies noted below. Comments are requested for all ratings of partial proficiency, marginal proficiency, and no proficiency. Please include what participant needs to do to improve performance.	<b>Unsatisfactory</b>	<b>Marginal Needs Improvement</b>	<b>Satisfactory</b>	<b>Above Satisfactory</b>	<b>Exceptional</b>	Rating period:			
						From		to	
	1	2	3	4	5				
<b>Competency Indicator</b>	<b>Supervisor Rating</b>					<b>Comments</b>			
1. Completed tasks to the satisfaction of the supervisor(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
2. Requested further assignments upon completion of the task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
3. Completed assigned tasks within reasonable timeframe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
4. Followed supervisor instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
5. Worked with co-workers in professional manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
6. Interacted with supervisor in an appropriate manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
7. Attempted to resolve work related problems in professional manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
8. Organized and prioritized tasks effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
9. Dressed appropriately for the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
10. Demonstrated satisfactory attendance and punctuality	<b>Yes</b>			<b>No</b>					
	<input type="checkbox"/>	<input type="checkbox"/>							
11. Notified supervisor if late or absent	<input type="checkbox"/>		<input type="checkbox"/>						
12. Demonstrated a satisfactory and acceptable level of performance overall	<input type="checkbox"/>		<input type="checkbox"/>						
GENERAL COMMENTS/OBSERVATIONS:									
Signature - Intern			Signature – Worksite Monitor						
Signature – Worksite Supervisor									