

Community Work Site

Student Learning/Training Plan and Evaluation

Student: _____ School District _____

Work Site: _____ Work Site Phone #: _____

Learning Objectives: The following describe specific skills the student is to learn and/or tasks to perform as part of this workplace experience.

Learning Period: From ____/____/____ To: ____/____/____

Site Supervisor: _____

Please evaluate the student/learner in the following areas:

Rating Scale: Please mark an "X" in the box that best describes the trainee. Make sure to mark one item per section.

SITUATIONAL ASSESSMENT FOR CAREER EXPLORATION	
1	Punctuality:
	* Consistently arrives for work early ,ready to work
	* Consistently arrives on time, ready to work
	* Consistently arrives on time, not necessarily ready to work.
	* Consistently 5-10 minutes late, ready to work
	* Consistently 5-10 minutes late, not ready to work
2	Attendance:
	* Always attends
	* Almost always in attendance, and calls in to notify why
	* Almost always in attendance, but does not call in to notify why
	* Frequently absent, does not call in
	* Consistently absent, does not call in
3	Hygiene:
	* Always arrives at work appropriately clean
	* Arrives appropriately clean the majority of the time
	* Sometimes has an unpleasant odor
	* Rarely arrives at work appropriately clean
	* Never arrives at work appropriately clean
4	Grooming/ Clothing
	* Clothing acceptable for work site
	* Clothing unacceptable for the job
5	Accepting Criticism
	* Consistently accept criticism with positive reactions in all settings/situations
	* Usually accepts criticism with few negative behaviors
	* Rarely accepts criticism without some negative behaviors
	* Never accepts criticism without verbal confrontation
	* Never accepts criticism without physical confrontation

6	Safety Rules
	* Always follows safety rules
	* Usually follows safety rules
	* Sometimes follows safety rules
	* Rarely follows safety rules
	* Never follows safety rules
7	Co-worker Relationships
	* Gets along well with others, adds to the morale of the group
	* Gets along well with co-workers
	* Gets along well with co-workers in most situations
	* Gets along well with co-workers in few situations
	* Generally does not get along well with co-workers
8	Consumer/Customer Relations
	* Gets along well with consumer/customer, makes them feel at ease
	* Gets along well with consumer/customer
	* Gets along well with consumer/customer the majority of the time
	* Can make consumer/customer somewhat guarded
	* Does not have needed interpersonal skills
9	Self-Control
	* Always under control
	* Under control in almost all settings
	* Loses control occasionally
	* Not in control
	* Consistently has outbursts and can be physically or verbally aggressive
10	Attitude
	* Always comes to work, ready to go, smile on their face
	* Ready to work
	* In attendance, and is doing what is expected
	* Rather be doing something else
	* Poor attitude
11	Understanding/Following Directions
	* Understands and follows directions without assistance
	* Understands and follows directions with minimal assistance
	* Has minor difficulty in following directions
	* Has major difficulty in following directions
	* Does not and cannot follow directions
12	Quality Issue (Work Accuracy)
	• 100% correct
	* 99%-90% correct
	* 89%-80% correct
	• 79%-70% correct
	* 69%-60% correct
	* Less than 60% correct
13	Quantity Issues (Speed)
	* Better than average; above 85% competent
	* Competent—85%

	* Could become competent, with more time on the job
	* Requires more direct instruction, guided practice
	* Could not become competent
14	Seeking Additional Work
	* When task is complete, finds additional work on his/her own
	* When task is complete, asks supervisor for additional work
	* When task is complete, will occasionally ask for additional work
	* Does not seek additional work, but will do it when given
	* Refuses to do additional work
15	Use/Care of Equipment
	* Uses and cares for equipment with respect
	* Uses equipment, and returns it the majority of the time
	* Uses equipment appropriately, but may not return it
	* Carelessly uses equipment, but returns it to original place
	* Carelessly uses equipment; does not put it away
16	Overall Improvement,(From day one until the end of the training)
	* Outstanding
	* Very Good
	* Average
	* Minimal
	* None
	Comments:

Site Supervisor's Signature:

School District Coordinator's Signature:

Student/Learner's Signature:

(Student signature denotes that student reviewed the evaluation)