

# 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.

<b>SITUATIONAL ASSESSMENT FOR CAREER EXPLORATION</b>	
<b>1</b>	<b>Punctuality:</b>
	* 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
<b>2</b>	<b>Attendance:</b>
	* 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
<b>3</b>	<b>Hygiene:</b>
	* 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
<b>4</b>	<b>Grooming/ Clothing</b>
	* Clothing acceptable for work site
	* Clothing unacceptable for the job
<b>5</b>	<b>Accepting Criticism</b>
	* 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

<b>6</b>	<b>Safety Rules</b>
	* Always follows safety rules
	* Usually follows safety rules
	* Sometimes follows safety rules
	* Rarely follows safety rules
	* Never follows safety rules
<b>7</b>	<b>Co-worker Relationships</b>
	* 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
<b>8</b>	<b>Consumer/Customer Relations</b>
	* 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
<b>9</b>	<b>Self-Control</b>
	* 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
<b>10</b>	<b>Attitude</b>
	* 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
<b>11</b>	<b>Understanding/Following Directions</b>
	* 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
<b>12</b>	<b>Quality Issue (Work Accuracy)</b>
	• 100% correct
	* 99%-90% correct
	* 89%-80% correct
	• 79%-70% correct
	* 69%-60% correct
	* Less than 60% correct
<b>13</b>	<b>Quantity Issues (Speed)</b>
	* 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
<b>14</b>	<b>Seeking Additional Work</b>
	* 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
<b>15</b>	<b>Use/Care of Equipment</b>
	* 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
<b>16</b>	<b>Overall Improvement,(From day one until the end of the training)</b>
	* 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)**