**Work Site Evaluation Tool**

Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Worksite \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **BEHAVIORS** | **NEEDS TO IMPROVE** | **ACCEPTABLE** | **COMMENTS** |
| **APPEARANCE/HYGIENE** |  |  |  |
|  |  |  |  |
| **SOCIAL BEHAVIORS** |  |  |  |
| Handles Stress |  |  |  |
| Makes eye contact |  |  |  |
| Refrains from unnecessary talking |  |  |  |
| Admits mistakes |  |  |  |
| Accepts praise |  |  |  |
| Cooperative & Courteous |  |  |  |
| Appropriately interacts with others |  |  |  |
|  |  |  |  |
| **COMMUNICATION** |  |  |  |
| Effectively communicates with others (thoughts, needs) |  |  |  |
| Listens/pays attention |  |  |  |
|  |  |  |  |
| **JOB PERFORMANCE** |  |  |  |
| Follows written directions |  |  |  |
| Follows verbal directions |  |  |  |
| Takes initiative (looks for work that needs to be done and does it) |  |  |  |
| Responsible for work & materials |  |  |  |
| Follows rules/policies |  |  |  |
| Attends to task |  |  |  |
| Correctly completes tasks (quality) |  |  |  |
| Works at appropriate rate (quantity) |  |  |  |
| Responds appropriately to suggestions & corrections |  |  |  |
| Controls impulses |  |  |  |
| Attitude |  |  |  |
| Punctuality |  |  |  |
| Attendance |  |  |  |
| Physical Stamina |  |  |  |
| Ability to plan & organize work |  |  |  |
| Works well with co-workers (gets along, teamwork) |  |  |  |

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| **CONCERNS**  Over the next few weeks, the following work skills will be targeted to make improvements--- | **PLAN OF ACTION** | **RESULTS** |
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| **COMMENTS:** |
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