

Work Site Evaluation Tool

Student _____

Date _____

Worksite _____

Employer _____

Teacher _____

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)			

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

COMMENTS:
