

# Work Readiness Evaluation

Youth's Name: \_\_\_\_\_ Worksite: \_\_\_\_\_

COMPETENCY AREA	Needs Improvement	Meets Expectations	Exceeds Expectations
<b>WORK HABITS AND PROFESSIONALISM</b>			
• Punctuality			
• Attendance			
• Attitude			
• Appearance			
• Responsibility			
• Initiative			
<b>Supervisor's Comments:</b>			
<b>TEAMWORK AND COLLABORATION</b>			
• Interacting with co-workers			
• Working in teams			
• Managing conflicts			
<b>Supervisor's Comments:</b>			
<b>COMMUNICATION SKILLS</b>			
• Articulates thoughts clearly and effectively			
• Non-verbal communication			
• Written communication			
<b>Supervisor's Comments:</b>			
<b>PROBLEM-SOLVING/CRITICAL THINKING</b>			
• Exercise sound reasoning			
• Communicate new ideas			
• Demonstrate creativity/innovation			
<b>Supervisor's Comments:</b>			
<b>SPECIFIC WORKPLACE/CAREER SKILLS</b>			
•			
•			
•			
<b>Supervisor's Comments:</b>			

Supervisor's Signature: \_\_\_\_\_  
Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_  
Date: \_\_\_\_\_