

Progress Evaluation Form (Must be rated each Pay Period)

ASSIGNMENT INFORMATION					
Customer's Name:			Social Security #: (Last 4 Digits)		
Name of Training Company/Organization:					
Assignment Title:			Start Date:		
Performance Evaluation (Is to be completed by the worksite Supervisor)					
FOUNDATION SKILL	PERFORMANCE EXPECTATIONS	EXCEEDS EXPECTATION	SATISFACTORY	NEEDS IMPROVEMENT	UNSATISFACTORY
<i>Scoring Scale</i>		4	3	2	1
ATTENDANCE	Understanding work expectations for attendance and adhering to them. Notifying supervisor in advance in case of absence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PUNCTUALITY	Understanding work expectations for punctuality. Arriving on time for work, taking and returning from breaks on time, and calling supervisor prior to be late.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORKPLACE APPEARANCE	Dressing appropriately for position and duties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QUALITY OF WORK	Giving best effort, evaluating own work, and utilizing feedback to improve work performance. Striving to meet quality standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMUNICATION SKILLS	Speaking clearly and communicating effectively-verbally & non-verbally. Listening attentively. Using language appropriate for work environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RESPONSE TO SUPERVISION	Accepting direction, feedback, and constructive criticism with positive attitude and using information to improve work performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TEAMWORK	Relating positively with co-workers. Working productively with individuals and teams. Respecting diversity in race, gender, and culture.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PROBLEM-SOLVING/CRITICAL THINKING	Exercising sound reasoning and analytical thinking. Using knowledge and information from job to solve workplace problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORKPLACE CULTURE/POLICY SAFETY	Demonstrating understanding of workplace culture and policy. Complying with health and safety rules. Exhibiting integrity and honesty.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SPECIFIC WORKPLACE AND CAREER SKILL	PERFORMANCE EXPECTATIONS				
BASIC COMPUTER SKILLS	Demonstrating knowledge of office management systems and procedures such as word processing, managing files and records.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>LIST SKILL HERE</i>	<i>Insert performance expectations here.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<i>LIST SKILL HERE</i>	<i>Insert performance expectations here.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Score		# of Boxes checked X 1	# of Boxes checked X 2	# of Boxes checked X 3	# of Boxes checked X 4
<i>(Add Total; average score=total / # of skills)</i>					

Company/Organization Representative's Signature Date

Customer's Signature Date

AN EQUAL OPPORTUNITY EMPLOYER/PROGRAMS

Auxiliary aids and services are available upon request to individuals with disabilities. Relay Texas: 711 (TDD, TTY, & Voice)