

Work Skills Assessment - Student (late summer)

Please rate yourself on your progress of the skills listed in the table below.



Student Name:
Supervisor Name:
Organization:

Date:

Not Showing Skill	Developing	Proficient	Advanced
Needs strategy to use or improve this skill. May need more clarification	May need prompting or guidance. Student shows they are learning and trying strategies to develop this skill.	Consistently demonstrates this skill, shows enthusiasm and initiative to learn about, enhance or apply this skill.	Exceeds expectations, shows initiative, demonstrates leadership

DEPENDABILITY & RELIABILITY

Attendance & Punctual: Attend work as scheduled and arrives on time. Provides sufficient notice if unable to report to work.				
Dependability: Student completes tasks that have been assigned to them. Meets deadlines, and follows through until projects are complete.				
Values: Demonstrates understanding of organizational values				
Rules: Understands and follows organizational policies and rules				

PROFESSIONALISM

Appearance: Student is appropriately dressed, has good hygiene and arrives ready for the position and duties				
Electronic Use: Follows organizational standards for use of computers, phones and social media				
Safety Procedures: Student is aware of safety procedures and follows them on the job				
Regulate Emotions: Recognize and manage emotions even during difficult situations				
Respect: Demonstrate respect for company's time and property				
Customer Service: Behaves in a way consistent with organizational expectations when "on stage" with customers/clients, and uses "off stage" time for personal activities				

WORK ETHIC

Adaptability: Adapts to new, different, or changing requirements; demonstrates flexibility and switches jobs/tasks as necessary.				
Initiative: Student takes the initiative to find and complete tasks - strives to exceed standards and expectations				
Time management: Able to organize and prioritize assigned tasks to meet deadlines				
Resourcefulness: Seeks out resources and/or asks for help when unsure about how to proceed on tasks				

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Quality of Work: Listens and follows directions with minimal repetition; student consistently completes tasks correctly with little to no supervision.				
Growth Mindset: Demonstrates motivation to learn, accepts suggestions and constructive feedback.				
TEAMWORK & COMMUNICATION				
Teamwork: Works productively with co-workers, individually and in teams; support organization's mission and goals				
Professional Communication: Student is respectful and polite with supervisors/staff/clients.				
Job Attitude: Student is enthusiastic and displays a positive behavior/interest in developing professional workplace skills. Uses positive language				
Connection: Demonstrates social awareness and cultural sensitivity; can work with others different than themselves				
Problem Solving: is solution-oriented, applies critical and creative thinking skills to solve problems				
Decisions: demonstrates sound decision-making				
What goals have you met or surpassed while participating in the Summer Jobs Program?				
What did you improve upon most this summer?				
What work skills will you focus on improving?				
Other comments				

Please rate the student employee on their progress of the skills listed in the table below.

Work Skills Assessment - Supervisor (late summer)



Student Name:
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Organization:

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What are the student's greatest strengths?

In what areas did the student grow / improve the most this summer?

What is one suggestion you have for the student in their next work position?

Other comments: