

**Work Skills Assessment - Student (early 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**

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

**PROFESSIONALISM**

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

**WORK ETHIC**

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

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<b>Quality of Work:</b> Listens and follows directions with minimal repetition; student consistently completes tasks correctly with little to no supervision.				
<b>Growth Mindset:</b> Demonstrates motivation to learn, accepts suggestions and constructive feedback.				

**TEAMWORK & COMMUNICATION**

<b>Teamwork:</b> Works productively with co-workers, individually and in teams; support organization's mission and goals				
<b>Professional Communication:</b> Student is respectful and polite with supervisors/staff/clients.				
<b>Job Attitude:</b> Student is enthusiastic and displays a positive behavior/interest in developing professional workplace skills. Uses positive language				
<b>Connection:</b> Demonstrates social awareness and cultural sensitivity; can work with others different than themselves				
<b>Problem Solving:</b> is solution-oriented, applies critical and creative thinking skills to solve problems				
<b>Decisions:</b> demonstrates sound decision-making				

What are 3 things I am doing well?

What are 2 things I can improve?

Other Comments:

**Work Skills Assessment - Supervisor (early summer)**

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



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Supervisor Name:  
Organization:

Date:

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**DEPENDABILITY & RELIABILITY**

<b>Attendance &amp; Punctual:</b> Attend work as scheduled and arrives on time. Provides sufficient notice if unable to report to work.				
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<b>Values:</b> Demonstrates understanding of organizational values				
<b>Rules:</b> Understands and follows organizational policies and rules				

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<b>Decisions:</b> demonstrates sound decision-making				

What are 3 things they are doing well?

What are 2 things they can improve?

Other Comments: