



2015 Learn & Earn Summer Youth Employment Program Youth Progress Report

Youth Name _____ Youth Job Title _____

Worksite Organization _____

Supervisor Name /Phone Number _____

Ratings	4=Excellent	3=Very Good	2=Fair	1=Needs Improvement	N/A=Not Applicable
Using the form on computer or tablet will automatically calculate final rating values					
Rating Criteria	Rating	Comments			
Attendance Ability to attend work 100% of the time					
Punctuality Ability to be on time 100% of the time					
Positive Response to Supervision The understanding that the role of the supervisor is to organize employees' time and skills, delegate responsibilities, and provide necessary support to accomplish the task					
Ability to Follow Directions The capacity to understand and willingness to follow supervisory instructions					
Concern for Quality of Work The desire to do the best possible job in all work produced.					
Setting Priorities To evaluate the relative importance of tasks and to allocate resources accordingly					
Task Completion/Accountability Adequate preparation for initiating, undertaking and completing projects, and accepting responsibility for the finished product					
Communications Skills The ability to exchange and receive ideas and information through listening, speaking and writing					
Teamwork The ability to work with others to pool various resources representing an array of skills to accomplish tasks					
Flexibility/Adaptability The ability to alter behavior, adjust plans or reallocate resources in response to changes in task requirements to meet the goals of the organization. The ability to perform multiple tasks, analyze and deal with a variety of options					
Ethical Behavior The ability to base decisions and actions upon the principles values of right and wrong					
Business Dress To have knowledge of the workplace dress code and grooming standard and to adhere to this standard					
Etiquette To have knowledge of the workplace and community norms and to adhere to the standards of the work and community environments					
Evaluation Score and Percentage	0		0.00%		

Participant Signature _____ Date _____

Supervisor Signature _____ Date _____