**Summer Youth Employment Program**

**Employee Competency Evaluation**

**Directions:** The Employee Competency Evaluation should be completed **once** at the end of the worksite placement. There are 7 competencies, with specific objectives detailed for each. There are 4 possible ratings, from “unsatisfactory” to “exceeds expectations.” Complete the employee information section, then rate each **individual objective** by checking the appropriate rating number box. Total the overall rating, indicate the final worksite opinion and enter any additional comments. Sign and date the evaluation, then return to the community-based organization.

Employee Information

Employee Name: Job Title:

Worksite Name: Supervisor:

Ratings

**(1)** = **Unsatisfactory** – Demonstrates little to no knowledge of the skill, objective or behavior indicated. Performance in this area is not adequate for this position.

**(2)** = **Needs Improvement** – Beginning to display knowledge of the skill, objective, or behavior indicated but only partially meets performance standards in this area for a person in this position.

**(3)** = **Meets Expectations** – Consistently displays the skill, objective, or behavior indicated and regularly meets job requirements in this area.

**(4)** = **Exceeds Expectations** – Regularly performs to the highest standard in this skill, objective, or behavior indicated.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Interpersonal (Collaboration and Teamwork)** | | | | | |
| **Competencies** | **Rating** | | | | **Comments** |
| Student can be enthusiastic and cultivate positive, collaborative relationships. | 1 | 2 | 3 | 4 |  |
| Student values the viewpoints and insights of others. | 1 | 2 | 3 | 4 |  |
| Student can work well on a team. | 1 | 2 | 3 | 4 |  |
| Student can handle conflict with civility. | 1 | 2 | 3 | 4 |  |
| Student seeks feedback/insight for self-improvement. | 1 | 2 | 3 | 4 |  |
| Student understands that there are varying work cultures. | 1 | 2 | 3 | 4 |  |
| Student can adjust in order to perform required tasks. | 1 | 2 | 3 | 4 |  |
| Student can be self-controlled/manage emotions. | 1 | 2 | 3 | 4 |  |
| Student is courteous and respectful. | 1 | 2 | 3 | 4 |  |
| Student can work with or without supervision. | 1 | 2 | 3 | 4 |  |
| Student values diverse populations. | 1 | 2 | 3 | 4 |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Communication** | | | | | |
| **Competencies** | **Rating** | | | | **Comments** |
| Student is able to express feelings thoughts through writing and speaking. | 1 | 2 | 3 | 4 |  |
| Student is able to listen and participate in conversation making eye contact. | 1 | 2 | 3 | 4 |  |
| Student can build on the ideas of others. | 1 | 2 | 3 | 4 |  |
| Student is cognizant of voice inflection, mood, and non-verbal cues. | 1 | 2 | 3 | 4 |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Critical Thinking/Problem Solving** | | | | | |
| **Competencies** | **Rating** | | | | **Comments** |
| When presented with a work-related problem or challenge, student can utilize strategies to overcome it. | 1 | 2 | 3 | 4 |  |
| Student is able to read and synthesize manuals related to the work environment. | 1 | 2 | 3 | 4 |  |
| Student is able to interpret information. | 1 | 2 | 3 | 4 |  |
| Student is able to ask questions effectively. | 1 | 2 | 3 | 4 |  |
| Student is able to think creatively. | 1 | 2 | 3 | 4 |  |
| Student is able to be resourceful. | 1 | 2 | 3 | 4 |  |
| Student is able to take ownership of a problem in the work environment. | 1 | 2 | 3 | 4 |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **General Professional** | | | | | |
| **Competencies** | **Rating** | | | | **Comments** |
| Student understands meaning of “can do” attitude and being a “self-starter”. | 1 | 2 | 3 | 4 |  |
| Student is hard-working and self-motivated. | 1 | 2 | 3 | 4 |  |
| Student is punctual, has good attendance, and demonstrates dependability. | 1 | 2 | 3 | 4 |  |
| Student understands what it means to maintain a clean/neat appearance and can follow a dress code if/as necessary. | 1 | 2 | 3 | 4 |  |
| Student can manage appropriate use of a smart phone. | 1 | 2 | 3 | 4 |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Customer Service** | | | | | |
| **Competencies** | **Rating** | | | | **Comments** |
| Student is able to provide accurate and timely information. | 1 | 2 | 3 | 4 |  |
| Student is able to deliver services. | 1 | 2 | 3 | 4 |  |
| Student is able to deescalate conflict. | 1 | 2 | 3 | 4 |  |
| Student is able to engage customers. | 1 | 2 | 3 | 4 |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Adaptability/Continuous Learning** | | | | | |
| **Competencies** | **Rating** | | | | **Comments** |
| Student is able to embrace work-related change and is open to new ideas. | 1 | 2 | 3 | 4 |  |
| Student can accept and learn from constructive criticism and is open to personal and professional growth. | 1 | 2 | 3 | 4 |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Time-/Self-Management** | | | | | |
| **Competencies** | **Rating** | | | | **Comments** |
| Student can prioritize tasks, work on multiple projects simultaneously and use time wisely. | 1 | 2 | 3 | 4 |  |
| Student can deliver work on time and meet deadlines. | 1 | 2 | 3 | 4 |  |