

Hartford WBL Competencies Summative Evaluation Form

WBLN participants collaborated to develop and endorse the following evaluative tool aligned to the WBL Readiness Standards to measure student growth.

WBL Competencies Summative Evaluation Form

Student Name _____ Date _____

Evaluator Name and Title (Teacher, Employer, etc.) _____

Ratings Scores

- 1 - Needs Intensive Support
- 2 - Needs Improvement
- 3 - Satisfactory
- 4 - Excellent

Evaluation Period

- 1st Evaluation
- 2nd Evaluation
- 3rd Evaluation
- Final Evaluation

Directions

1. Circle the appropriate rating for each competency and add comments as necessary.
2. If you have not observed a certain competency leave it blank or write N/A on

1. Academic					
Competencies	Rating				Comments
1a. Student is on grade level in Math.	1	2	3	4	
1b. Student is on grade level in ELA.	1	2	3	4	
1c. Student is on grade level in Science.	1	2	3	4	
1d. Student is on grade level in Social Studies.	1	2	3	4	

2. Technology/Digital Literacy					
Competencies	Rating				Comments
2a. Student is capable of keyboarding.	1	2	3	4	
2b. Student is able to navigate Microsoft Office.	1	2	3	4	
2c. Student can use internet for basic research.	1	2	3	4	
2d. Student uses social media responsibly.	1	2	3	4	

3. Interpersonal (Collaboration and Teamwork)					
Competencies	Rating				Comments
3a. Student is friendly.	1	2	3	4	
3b. Student is self-controlled.	1	2	3	4	
3c. Student is patient.	1	2	3	4	
3d. Student is courteous.	1	2	3	4	
3e. Student is empathetic.	1	2	3	4	
3f. Student can work in team environment with or without supervision.	1	2	3	4	
3g. Student cooperates well in a group.	1	2	3	4	
3h. Student can accept supervisory feedback.	1	2	3	4	

3i. Student is inclusive of diverse viewpoints.	1	2	3	4	
---	---	---	---	---	--

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

5. Critical Thinking/Problem Solving					
Competencies	Rating				Comments
5a. When presented with a work related problem or challenge, student can utilize strategies to overcome it.	1	2	3	4	
5b. Student is able to read and synthesize manuals related to the work environment.	1	2	3	4	
5c. Student is able to interpret information.	1	2	3	4	
5d. Student is able to ask questions effectively.	1	2	3	4	
5e. Student is able to think creatively.	1	2	3	4	
5f. Student is able to be resourceful.	1	2	3	4	
5g. Student is able to take ownership of a problem in the work environment.	1	2	3	4	

6. General Professional					
Competencies	Rating				Comments
6a. Student understands meaning of "can do" attitude and being a "self-starter".	1	2	3	4	
6b. Student is hard-working and self-motivated.	1	2	3	4	
6c. Student is punctual, has good attendance, and demonstrates dependability.	1	2	3	4	
6d. Student understands what it means to maintain a clean/neat appearance, and can follow a dress code if/as necessary.	1	2	3	4	
6e. Student can manage appropriate use of a smart phone.	1	2	3	4	

7. Time-/Self-Management					
Competencies	Rating				Comments
7a. Student can prioritize tasks, work on multiple projects simultaneously and use time wisely.	1	2	3	4	

7b. Student can deliver work on time and meet deadlines.	1	2	3	4	
--	---	---	---	---	--

8. Adaptability/Continuous Learning					
Competencies	Rating				Comments
8a. Student is able to embrace work-related change and is open to new ideas.	1	2	3	4	
8b. Student can accept and learn from constructive criticism and is open to personal and professional growth.	1	2	3	4	

9. Customer Service					
Competencies	Rating				Comments
9a. Student is able to provide accurate and timely information.	1	2	3	4	
9b. Student is able to deliver services.	1	2	3	4	
9c. Student is able to deal with conflict.	1	2	3	4	
9d. Student is able to engage customers.	1	2	3	4	

10. Employment Management (Job Seeking)					
Competencies	Rating				Comments
10a. Student is able to prepare a cover letter and create and update a resume.	1	2	3	4	
10b. Student is able identify and notify references to collect letters of reference.	1	2	3	4	
10c. Student is able to complete a job application including identification of working papers as required.	1	2	3	4	
10d. Student can answer mock interview questions.	1	2	3	4	
10e. Student is able to network as necessary.	1	2	3	4	
10f. Student demonstrates educational alignment with work-based experiences.	1	2	3	4	

11. Financial Literacy					
Competencies	Rating				Comments
11a. Student can write a check and monitor money flow.	1	2	3	4	
11b. Student understands concept of credit.	1	2	3	4	
11c. Student understands concept of interest.	1	2	3	4	
11d. Student understands concept of budgeting.	1	2	3	4	
11e. Student is able to calculate basic monetary transactions.	1	2	3	4	
11f. Student is able to calculate taxes on goods and services.	1	2	3	4	

12. Integrity/Ethical Decision-Making					
Competencies	Rating				Comments
12a. Student can collect/evaluate information.	1	2	3	4	
12b. Student develops sound alternatives.					
12c. Student foresees potential consequences and risks.					
12d. Student can assess implications of course of action per good citizenship.					

13. Diversity and Inclusion					
Competencies	Rating				Comments
13a. Student supports inclusive environment.	1	2	3	4	
13b. Student tactfully challenges bias.					
13c. Student participates respectfully in potentially challenging dialogues.					