**Summer Youth Employment Program**

**Provider Competency Evaluation**

**Directions:** The Provider Competency Evaluation should be completed **once** at the end of the workshops. There are 8 competencies, with specific objectives detailed for each. There are 4 possible ratings, from “unsatisfactory” to “exceeds expectations.” Rate each **individual objective** by checking the appropriate rating number box. If competency is not applicable, list “**N/A”** in the comments section. Sign and date the evaluation, then enter the information into ETO.

Youth Information (If known)

Youth 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.

**Provider: Date:**

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| **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 |  |

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| **Technology/Digital Literacy** | | | | | |
| **Competencies** | **Rating** | | | | **Comments** |
| Student can conduct research. | 1 | 2 | 3 | 4 |  |
| Student is able to resolve workplace issues. | 1 | 2 | 3 | 4 |  |
| Student is able to achieve workplace goals. | 1 | 2 | 3 | 4 |  |
| Student has understanding of Google Suite or Microsoft Office. | 1 | 2 | 3 | 4 |  |
| Student is proficient in typing and use of toolbar. | 1 | 2 | 3 | 4 |  |
| Student demonstrates responsible use of social media. | 1 | 2 | 3 | 4 |  |

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| **Time/Self-Management** | | | | | |
| **Competencies** | **Rating** | | | | **Comments** |
| Student can prioritize tasks. | 1 | 2 | 3 | 4 |  |
| Student can work on multiple projects simultaneously. | 1 | 2 | 3 | 4 |  |
| The student can use time efficiently. | 1 | 2 | 3 | 4 |  |
| The student meets deadlines | 1 | 2 | 3 | 4 |  |

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| **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 |  |

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| **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 |  |

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| **Communication** | | | | | |
| **Competencies** | **Rating** | | | | **Comments** |
| Student is able to express feelings and  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 |  |

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| **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 |  |

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| **Employment Management** | | | | | |
| **Knowledge, Skills and Abilities** | **Rating** | | | | **Comments** |
| Student can create a targeted cover letter. | 1 | 2 | 3 | 4 |  |
| Student can create and update their resume. | 1 | 2 | 3 | 4 |  |
| Student can identify 3 to 5 references. | 1 | 2 | 3 | 4 |  |
| Student can complete a job application. | 1 | 2 | 3 | 4 |  |
| Student has access to documents needed for I9 and understands why they are necessary. | 1 | 2 | 3 | 4 |  |
| Student can answer mock interview questions. | 1 | 2 | 3 | 4 |  |
| Student demonstrates educational alignment with work-based experiences. | 1 | 2 | 3 | 4 |  |