



# Summer Youth Competency Evaluation

## Employer Version

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**Directions:** The Youth Competency Evaluation should be completed **once** at the end of the worksite placement. There are 4 possible ratings, from “unsatisfactory” to “exceeds expectations.” Complete the intern information section, then rate each **individual objective** by circling the appropriate rating number box. Indicate the final worksite opinion and enter any additional comments. Sign and date the evaluation, then return to the service provider.

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### Intern Information

Intern Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Worksite Name: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Provider: \_\_\_\_\_ Date Completed: \_\_\_\_\_

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### 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.
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Interpersonal (Collaboration and Teamwork)					
Competencies	Rating				Comments
Intern can be enthusiastic and cultivate positive, collaborative relationships.	1	2	3	4	
Intern can adjust in order to perform required tasks.	1	2	3	4	
Intern can be self-controlled/manage emotions.	1	2	3	4	
Intern can work with or without supervision.	1	2	3	4	

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

Critical Thinking and Problem Solving					
Competencies	Rating				Comments
When presented with a work-related problem or challenge, intern can utilize strategies to overcome it.	1	2	3	4	
Intern is able to ask questions effectively.	1	2	3	4	
Intern is able to think creatively.	1	2	3	4	
Intern is able to be resourceful.	1	2	3	4	

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

Time and Self-Management					
Competencies	Rating				Comments
Intern can prioritize tasks.	1	2	3	4	
Intern can work on multiple projects simultaneously.	1	2	3	4	
Intern can use time efficiently.	1	2	3	4	
Intern can meet deadlines.	1	2	3	4	

Customer Service					
Competencies	Rating				Comments
Intern is able to provide accurate and timely information.	1	2	3	4	
Intern is able to deliver services.	1	2	3	4	
Intern is able to engage customers.	1	2	3	4	

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

<b>Would you hire this intern again?</b>	Yes	No	
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Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Intern Signature: \_\_\_\_\_ Date: \_\_\_\_\_