



# Summer Youth Competency Evaluation

## Provider Version

**Directions:** The Youth Competency Evaluation should be completed **once** at the end of the training. There are 4 possible ratings, from “unsatisfactory” to “exceeds expectations.” Complete the youth information section, then rate each **individual objective** by circling the appropriate rating number box. Enter any additional comments, then sign and date the evaluation.

### Youth Information

Youth Name: \_\_\_\_\_ Provider: \_\_\_\_\_ Date Completed: \_\_\_\_\_

### 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 adjust in order to perform required tasks.	1	2	3	4	
Student is courteous and respectful.	1	2	3	4	

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	

Critical Thinking and 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 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	

General Professional Skills					
Competencies	Rating				Comments
Student understands meaning of “can do” attitude and being a self-starter.	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	

Time and Self-Management					
Competencies	Rating				Comments
Student can prioritize tasks.	1	2	3	4	
Student can use time efficiently.	1	2	3	4	
Student can meet deadlines.	1	2	3	4	

Employment Management					
Competencies	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 2 to 4 references.	1	2	3	4	
Student can complete a job application.	1	2	3	4	
Student has access to documents needed for I-9 and understands why they are necessary.	1	2	3	4	
Student can demonstrate appropriate interviewing techniques as evidenced by participation in interviewing exercises.	1	2	3	4	

Provider Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Youth Signature: \_\_\_\_\_ Date: \_\_\_\_\_